Proposal 45

APPENDIX A: TIER II GRANT PROPOSAL (Grants $25,000 to $150,000)
SOLICITATION NO. RGP-DCS-GIA2026

Instructions: The proposal below must be completed in full. Responses must be provided in the fillable boxes provided. Where annotated, the fillable boxes have predetermined maximum limits on character counts. Letters, numbers, punctuation marks, and spaces are included in the character count limits.

SECTION I
SUMMARY

A. Grantee Legal Name:	Hawaii Bicycling League
B. Is Grantee a Fiscal Sponsor?	☐ Yes ☒ No
C. Grant Activity Name:	Ride Aloha Honolulu

D. Briefly describe the Grantee's background, history (including year established), and mission. *(400 character count limit)*

Founded in 1975, HBL empowers individuals to ride bicycles for health, recreation, and transportation. We are headquartered on O'ahu and support a diverse range of activities with supporters on all major islands. We believe that everyone from keiki to kūpuna deserve safe streets to ride on as well as to experience the many joys and benefits of cycling.

E. Briefly describe the Grant Activity and public need being filled. *(400 character count limit)*

Ride Aloha Honolulu (RAH) A new HBL project to bring cycling education, resources, and activities especially for keiki, kūpuna, at-risk youth, and low-income households on O'ahu. The public need is to improve cycling skills and reduce barriers, so people are able to choose cycling more for transportation, recreation, and health.

F. Briefly summarize Grant Activity outcomes and measures of success, including number and description of those served. *(400 character count limit)*

Provide no/low-cost cycling education, resources, and activities for underserved residents. We will serve 2,300 individuals and document how they are better prepared to choose cycling for transportation, recreation, and health. In addition to improved outcomes for individuals, this project will build climate resiliency for our community and build awareness that roads are shared by diverse users.

G. Council District
Check all districts that will benefit from the Grant Activity. Provide the amount requested per district. Amounts must be in whole numbers only.

☒ District 1 $29,999	☐ District 2 $	☐ District 3 $
☐ District 4 $	☐ District 5 $	☒ District 6 $29,999
☒ District 7 $29,999	☒ District 8 $29,999	☒ District 9 $29,999
Total Amount Requested (must be $25,000 to $150,000)	$149,997	

H. Type of Grant Activity (pick ONE category that best reflects the Grant Activity):		
1. Public Services: Projects in this category will support qualified public services and programs for the target populations deemed by the CITY to be most vulnerable.		
☐ A. Public Service – Seniors	☐ B. Public Service - Children	☐ C. Public Service - Disabilities
☐ D. Public Service – Homeless	☐ E. Public Service – Domestic Violence	☐ F. Public Service – Substance Abuse
☐ G. Public Service – Mental Health	☐ H. Public Service – Other (describe):	
2. Arts, Culture, Community/Economic Development, and the Environment: Projects in this category will support the sustainable improvement in the well-being and quality of life of local communities, especially low- to moderate income areas.		
☐ A. Arts	☐ B. Culture	☒ C. Community Development
☐ D. Economic Development	☐ E. Environment	

GRANTEE'S CERTIFICATION AND SIGNATURE

The undersigned, subject to personal liability and penalty under applicable law, certifies that he or she: (i) is authorized to sign this Grant Proposal; (ii) personally prepared or reviewed the matters found in this Grant Proposal (including any related documents/attachments); (iii) asserts all statements made in this Grant Proposal (including all attachments) are true, accurate and complete; (iv) has the requisite skills and knowledge to assert the foregoing certification; and (v) has complied and shall continue to comply with all applicable requirements of Chapter 6, Article 29 of the Revised Ordinances of Honolulu 2021, as amended (Link), regarding private organizations receiving grants of public funds from the City and County of Honolulu.

Signature of Grantee (Fiscal Sponsor) Officer

Printed Name and Title:

11/22/2024
Date

CERTIFICATE OF THE BOARD OF DIRECTORS NO OBLIGATIONS IN ARREARS

The undersigned of the Board ("Grantee") hereby certifies that the Grantee or any principal of the Grantee or sponsored organization (where the Grantee is a Fiscal Sponsor) is not in arrears on any financial or other obligation owed to the City & County of Honolulu, a municipal corporation of the State of Hawaii.

Patricia G. Johnson
(Signature)

Patricia Gayle Johnson
(Print name)

CERTIFICATE OF THE BOARD OF DIRECTORS AUTHORIZATION TO ASSIGN AUTHORITY

The undersigned of the Board ("Grantee") hereby certifies that Travis Counsell (name), Executive Director (title), has been authorized by the Board of Directors to sign proposals, contracts, and related documents on behalf of the Grantee. Accordingly, I hereby assign the authority by the Board to execute proposals, contracts, and contract amendments on behalf of the Grantee, and further certify that the assigned is given the power and authority to do all things necessary to implement, maintain, amend, or renew such contracts, including but not limited to the delegation of signing authority to another employee of the Grantee.

Patricia G. Johnson
(Signature)

Patricia Gayle Johnson
(Print name)

STATE OF HAWAII)
CITY AND COUNTY OF HONOLULU)

On this 22 day of November, 2024 before me appeared Patricia Gayle Johnson, personally known to me, who, being by me duly sworn, did say that he/she is the Board Vice President of Hawaii Bicycling League and that the corporation has no corporate seal, and that said instrument was signed in behalf of said corporation by authority of its Board of Directors, and said she acknowledged said instrument to be the free act and deed of said corporation.

JODY A. WONG NOTARY PUBLIC Comm. No. 04-529 STATE OF HAWAII

Notary Public, State of Hawaii

Jody A. Wong
Notary Public, State of Hawaii
My Commission Expires:
September 19, 2028

My Commission expires:

Doc. Date: 11/22/2024 # Pages 3
Name: Jody A. Wong 1st Circuit
Doc. Description: FY26 Grants in Aid Appendix A Tier II: Grant Proposal

Signature 11/22/2024 Date

NOTARY CERTIFICATION

JODY A. WONG NOTARY PUBLIC Comm. No. 04-529 STATE OF HAWAII

SECTION II
GRANT ACTIVITY INFORMATION

A. Describe how the community need, stated problem/issue, and target population are effectively validated. The description must include how the public services' target population is vulnerable or how the arts, culture, community/economic development, or environmental activities will especially support low- to moderate-income areas.

1. Provide substantive data and other qualifying information to demonstrate how the problem/issue impacts the target population and is a community priority that needs to be addressed. (5,000 character count limit)

According to the Hawai'i Public Health Institute, communities with access to safe and equitable places to walk, bike, and roll have better health outcomes. These health benefits include improved cardiovascular fitness, stronger muscles, greater coordination and general mobility, and reduced body fat. As with other types of exercise, it can also help improve mental health by lowering stress levels and stimulating feel-good endorphins.

Bicycling for transportation, such as commuting to school, provides the benefits of incorporating exercise into everyday life, reducing costs associated with driving a car or taking public transportation, and lessening road congestion and air/noise pollution, as seen in urban areas.

A major reason people may not participate in biking is a belief that it is unsafe, which is not unfounded. Bicycle riders in the U.S. have much higher fatality and serious injury rates than in comparable high-income countries. According to the Centers for Disease Control and Prevention, about 1,000 bicyclists die in the U.S. each year in crashes involving motor vehicles, and more than 130,000 are injured on roads. According to Hawaii Department of Transportation, from 2020 thru today, there have been 28 fatalities for people on bicycles, most in the City and County of Honolulu.

In June 2024, Governor Josh Green joined youth plaintiffs in announcing the resolution of the Navahine v. Hawaii Department of Transportation constitutional climate case. The settlement agreement, which the court has approved, acknowledges the constitutional rights of Hawai'i's youth to a life-sustaining climate and confirms the commitment by HDOT to plan and implement transformative changes of Hawai'i's transportation system to achieve the state's goal of net-negative emissions by 2045.

Navahine v. Hawai'i Department of Transportation is the world's first youth-led constitutional climate case seeking to address climate pollution from the transportation sector. Thirteen youth from across the Hawaiian Islands brought the case in June 2022, asserting their rights to a safe and healthy climate and asking the Hawai'i state government to take action to meet the climate emergency and enable Hawai'i's paradigm shift to a climate-safe, zero-emissions transportation system. Many of the Navahine plaintiffs are Native Hawaiian youth who are already experiencing climate change that harms their well-being and their ability to perpetuate cultural practices.

The settlement of Navahine is binding on HDOT, however, everyone has a role and kuleana to pursue to ensure that, individually and collectively, we're able to realize reductions in greenhouse gas emissions and vehicle miles traveled.

Finally, the US DOT has identified that access to safe, accessible, and reliable transportation supports strong school attendance. The proposed activities are based, in part, on this finding

and represent innovative strategies to enhance bikeability to school and create stronger community partnerships to tackle chronic absenteeism, especially for those most at-risk.

This proposal intends to address all of these circumstances by providing new educational programming, resources and activities to help at least 2,300 O‘ahu residents be better prepared to choose bicycling for transportation, recreation and health, while also realizing statutory environmental greenhouse gas emissions especially for underserved populations such as keiki, kūpuna, at-risk youth and low-income households. As part of providing services, HBL will survey participants to measure their current experience cycling and their attitudes and abilities to increase their bicycle usage in the future.

HBL has the experience, staff and much of the equipment to implement the proposed activities. This proposal is a request for funds to scale up programming to reach new audiences with:

- 4 monthly on-bicycle sessions targeted to keiki and kūpuna
- Quarterly in-person community roundtables and demonstration/education/outreach events that link participants to safety resources and information
- Helmet fittings, instruction and giveaways at each event
- Bike & helmet giveaways with instruction for at-risk youth to improve/reward school attendance
- Annual Bike To the Train organized bike ride using Skyline and a ride on O’ahu’s historic rail
- Semi-annual organized community cleanups of our bike lanes and paths
- Bike and pedestrian safety communication program reaching at least 25,000+ people monthly

Our communication program will provide information, links to resources and inform the general public island-wide about everyone’s responsibility to share the road safely. This is important especially to reach car and truck drivers to raise their awareness about vulnerable road users. In addition to an internal audience, HBL will document at least 6 major media broadcast interviews, mentions and citations during the year.

B. Describe the proposed plan

1. Provide a description of the Grant Activity. This description will be used as the scope of services in the contract. Describe why you chose this Grant Activity and how it will effectively address the community’s problem / need. (3,000 character count limit)

This proposal is a request for funds to scale up programming to reach new audiences with proven skills building strategies and strengthening community partnerships to encourage more people to ride a bicycle for transportation, recreation and health:

- **Monthly on-bicycle sessions targeted to keiki and kūpuna**

Two hours of cycling instruction that we will offer 4 times monthly on a weekend day starting from public park(s). Sessions will be targeted for either youth under ten, or kūpuna. We already have these fleets of bikes and can serve 10-14 individuals at each event and serve 480 people.

- **Quarterly in-person community roundtables and demonstration/education/outreach**

Convene stakeholders for semi-annual roundtables on key topics, so that participants can learn more. We expect to serve 700 people. Topics may include:

- E-bikes and micro-mobility devices and related legislation
- Bike-Bus and multi-modal commute planning
- Safe Routes to School
- Semi-annual demonstration/education/outreach events

Skills and community building activities like bike rodeo, a maintenance clinic and National Bike Month celebrations for 500 participants.

- **Helmet fittings, instruction and giveaways at each event**

A properly fitted helmet significantly reduces risk of death or serious injury. In Hawaii, everyone under 16 must wear a helmet. Legislators are considering raising the age to 18. HBL will distribute 500 free helmets.

- **Bike giveaways to improve school attendance**

Working with schools, teachers and parents on a pilot basis, HBL will identify up to 25 students experiencing chronic absenteeism. In cases when a bicycle could be a solution, HBL will provide the student with a bicycle, helmet, lock and 1:1 instruction. HBL will also work with schools to identify if a bicycle can be used as an incentive for students to maintain high or perfect attendance and provide bicycles accordingly. HBL will document an equitable process for enrolling students with data to demonstrate effectiveness of the intervention.

- **Annual Bike To the Train**

A family-friendly event in July. Up to 250 participants will meet at Neil Blaisdell Park near the Kalauao Skyline station. There will be multiple options to bike and ride Skyline to Hawaii's Historic Railway and then a scenic ride out to Kahe Point and return. This event will familiarize participants with safe group riding practices, opportunities to experience multimodal transit and learn about the history of rail on O'ahu.

- **Semi-annual organized community cleanups of our bike lanes and paths**

Volunteer gatherings with key community partners to clean up and improve bike lanes and bike paths island-wide. At least 150 participants will be provided with supplies, tools, instruction, as well as snacks and refreshments.

- **Bike and pedestrian safety communication program**

This element of the program will document 6 broadcast media interviews, features and special reports for an island- and state-wide audience.

2. Provide measurable outcomes, describe how outcomes are aligned with the purposes and priorities of the Grants in Aid Fund, and describe how outcomes directly benefit the target population. (3,000 character count limit)

Public Services should begin with a statement of the number of individuals that the Grant Activity will directly benefit during the Grant Term.

Arts, Culture, Community/Economic Development or Environment should begin with a statement as to how the Grant Activity supports the sustainable improvement in the well-being and quality of life of local communities, especially low to moderate income areas.

RAH is categorized in the Community/Economic Development sector because it supports the sustainable improvement in the well-being and quality of life of local communities, especially low to moderate income areas. It will serve at least 2,300 individuals with direct services in the form of education, skills building, and resources that will help them to choose riding a bicycle for transportation, recreation and health. It will also reach tens of thousands more individuals through media outreach with a message that everyone has a responsibility to safely share the road whether you drive, ride, walk, or roll. Our roadways serve diverse users and the more that everyone hears this message and understands their responsibility to look out for one another the safer everyone can be.

According to the Hawai'i Public Health Institute, communities with access to safe and equitable places to walk, bike, and roll have better health outcomes. These health benefits include improved cardiovascular fitness, stronger muscles, greater coordination and general mobility, and reduced body fat. As with other types of exercise, it can also help improve mental health by lowering stress levels and stimulating feel-good endorphins.

A 2021 report published by the League of American Bicyclists titled "Bicycling Benefits Business" highlights the positive impact bicycling has on small businesses, neighborhoods, and regional and local economies. When governments and businesses invest in bicycling infrastructure and the bicycle industry, the economic benefits are felt at every level.

"Time and time again we see a significant link between people who bike and strong, resilient economies," said Bill Nesper, executive director of the League of American Bicyclists. "When local communities invest in making bicycling safer and more accessible to more people, the return on investment is clear for individuals and society at large from cost-savings on public health, to job creation, to small businesses' growth, and more."

The 2019-2024 Oahu Destination Management Action Plan which guides tourism planning, investment and management for our community specifically highlights improved bicycling infrastructure as a way to better manage tourism for our island. This project aligns with existing bicycle infrastructure development also as called for in the Oahu Bicycle and Pedestrian Plans, Vision Zero and Complete Streets Ordinance.

RAH is one strategy for individuals and families to address their high cost of living and particularly the high cost of owning and operating a motor vehicle. According to a 2021 study by the Ulupono Initiative, the cost of owning a vehicle in Hawaii is $8,100 annually, or $675 per month, when factoring in the various costs, including gas, maintenance and insurance.

In summary, RAH helps our community to be more resilient, responsible and healthy. It also helps us to reach shared climate goals.

3. Provide an action plan to achieve the stated measurable outcomes. If the Grant Activity involves a partnership, provide a description of each partner's role. Must include measurable milestones, specific events, or other performance measures appropriate to achieving the outcomes. (3,000 character count limit)

RAH builds on nearly 50 years of service HBL has been providing to the community in partnership with nearly 1,000 members, local businesses including most bicycle retailers and rental outlets, as well as the Department of Transportation Services and approximately 100 elementary schools island-wide. We already provide many of these services. Through this grant, we will scale up programming to fulfill unmet needs and serve new audiences.

RAH is a project that will provide:

- Monthly learn to ride bicycle instruction for riders of all ages. It will serve 480 participants. This will offer new and increased opportunities to reach keiki under ten and kūpuna through targeted outreach. It will be organized by HBL staff and volunteers and take place at public parks. We own the equipment fleet that will be used and the vehicles to transport them to the park(s).
- Quarterly community roundtables at public schools and other accessible community locations, as well as demonstration, education and outreach events. HBL staff and volunteers lead presentations and activities at various community events/locations. Examples include bike maintenance clinic/ rodeo, National Bike Month celebrations as well as focused roundtable presentations. We anticipate reaching 700 individuals. We will also provide helmet fittings, instruction and giveaways at each event. We will work with local retailers to purchase helmets and bring a supply to each RAH event. We anticipate providing 500 helmets throughout the year.
- Bike & helmet giveaways with instruction for at-risk youth to improve school attendance. This is a new pilot initiative. We will work with our colleagues on the State's Safe Routes To School Committee as well as with BikeEd staff liaisons to identify school partner(s). We anticipate serving 25 individuals with bikes, helmets and locks, as well as 1:1 instruction. HBL will document an equitable application and enrollment process with data to demonstrate the impact of this intervention.
- Annual Bike To the Train organized bike ride using Skyline and a ride on O'ahu's historic rail . This is planned for July. We intend to serve 250 people. Participants learn how to ride Skyline with their bicycles and experience Historic Hawaiian Railway, a nonprofit organization.
- Semi-annual organized community cleanups of our bike lanes and paths. We have established partnerships with DTS and the City's Department Facility Maintenance's Malama O Ka Aina program. Together, we're able to provide tools, supplies, labor as well as refreshments. These also create opportunities to learn and build our bicycle friendly networks. We anticipate linking 150 individuals to assist in maintaining our bicycle infrastructure.
- Media and communication outreach to inform the public about how to access the program and the overall goals of building awareness about how to share the road responsibly. We anticipate at least 6 broadcast interviews/mentions for RAH with statewide news outlets.

4. Provide a budget narrative that explains how the budget in Section III will achieve the desired outcomes. (3,000 character count limit)

HBL is seeking a grant of $149,997, to support RAH, from October 2025 - September 2026. RAH aims to provide a wide range of information, resources, equipment, services and organized activities to new audiences, with a particular focus on serving kupuna, keiki and residents of Council Districts 1, 6, 7, 8 and 9. Anyone will be able to attend, however activities will be focused in these districts that have higher unmet needs and generally lower access to resources.

A significant portion of the grant, $73,442, will be allocated to salaries for key positions. This includes a Program Manager at 0.5 FTE with an annual salary of $36,000, responsible for coordinating all aspects of RAH. Additionally, a Lead and Secondary Ride Instructor, compensated at 30% of their FTE, or $12,481 each. A Community Engagement Coordinator at 25% FTE will support team building relationships with partner organizations such as senior centers and early childhood learning programs. Fringe benefits for these positions, including

FICA/Medicare, SUI, and TDI, as well as pro-rated health insurance amount to $16,143 annually. Further, $11,439 is allocated for a Grant Supervisor at 0.13 FTE of our Executive Director's salary, with an additional $2,313 for fringe benefits.

The next biggest element of the budget is for equipment. It totals $18,200 and includes $7,500 for bicycle helmets, a core incentive of the program, and one proven to save lives and prevent serious head injuries. $7,500 is allocated for new bicycles as part of an innovative new pilot initiative to build on our relationships with O‘ahu schools. We want to explore how a student experiencing high absenteeism can get to school more reliably if they had their own bicycle. This will be paired with a lock and helmets as previously mentioned. We will also follow some guidance from US DOT that suggests that providing a bicycle as an incentive for students to maintain high/ attendance has also proven successful to boost school attendance. In this equipment category, there is also $2,500 for lights which will also be distributed as incentive during the program year, because being visible is one of the most important elements of safe riding.

Professional and contractual fees total $6,540. These are for website hosting and maintenance, mechanical services provided by local vendor The Bike Shop. $900 is allotted to provide subsidy for 50 demonstrated low-income individuals to attend the Bike to the Train event in July as well as $1,500 for snacks, meals and refreshments for this event and throughout the program year.

Other costs total $21,920. This includes a portion of our main office occupancy expenses including rent, utilities, supplies, and telecommunications which total $5,280. The next largest sub-category is $4,500 representing a portion of equipment storage for our existing fleet of bicycles and tricycles. We have allocated $3,020 for some of our annual vehicle costs. HBL has one van, one electric smart car, and three box trucks. Staff use these to transport people, equipment and supplies island-wide as appropriate. $2,150 is allocated for a wide range of program supplies including bike maintenance products, handouts, and signage.

$2,600 is budgeted to underwrite a portion of travel and conferences. Attending events like the National Bike Summit in Washington, DC, and the National Safe Routes to School conference play an invaluable role for staff to learn from their peers and design and implement program activities.

Finally, a portion of general liability insurance is budgeted at $2,120. Indirect costs are budgeted at $1,750. This line item helps us to cultivate and grow relationships with funders and the media. By underwriting meetings and communications expenses for these key constituencies, HBL is able to nurture future funding opportunities to assure program viability.

We have secured $28,000 in external private funds which pays a portion of our Advocacy Director’s salary that also support this program.

5. Provide a timeline that is complete, realistic and appropriate to achieve the desired outcomes. This timeline should also be reflected in Section IV. *(3,000 character count limit)*

July 2025	Award announcement
Aug - Sep, 2025	HBL staff confirms work plan (staffing, vendors, timeline). Adjusts as needed. Complete contract. Write media press plan
Fall 2025	4 monthly learn to ride sessions at city park, 1 community cleanup, 1 community roundtable, 1 demonstration/outreach/education event, ongoing media outreach, ongoing planning and implementation for bike giveaway as part of reducing school absenteeism
Spring 2026	4 monthly learn to ride sessions at city park, 1 community cleanup, 1 community roundtable, 1 Demonstration/Outreach/Education event (National Bike Month in May), ongoing media outreach, ongoing planning and implementation for bike giveaway as part of reducing school absenteeism
Summer 2026	4 monthly learn to ride sessions at city park, Bike to the Train (July), 1 Demonstration/Outreach/Education event, ongoing media outreach, ongoing planning and implementation for bike giveaway as part of reducing school absenteeism
Sep 21 - 30, 2026	1-2 monthly learn to ride sessions at city park, ongoing media outreach, ongoing planning and implementation for bike giveaway as part of reducing school absenteeism

C. Provide evidence of the agency's ability to perform the proposed grant activity through past performance, current capacity and/or plan to acquire the capacity to perform.

1. Provide data that demonstrates proven success in offering the same, similar, or related activities to achieve the proposed outcomes. (3,000 character count limit)

2024 highlights from our impact report to donors:

Building Momentum for Sustainable Transportation & Safe Streets Advocacy:

- Championed Safe Streets for All through policy, legislation, and action
- Represented Hawai'i on the national stage at the National Bike Summit in Washington, D.C.
- Supported the implementation of the Safe Routes to School law, unlocking $10M in funding
- Helped lead the City's E-Mobility Task Force and recommended statutory updates
- Celebrated Complete Streets projects in Kakaʻako and workshops in Kailua and Kāhala
- Supported the adoption of the Honolulu Vision Zero Master Plan
- Held post-crash solutions meetings with Honolulu Mayor, HDOT, HPD, and the Lt. Governor's staff

Education:

- Served 8,000 youth on O'ahu through our in-school on-bicycle BikeEd Hawai'i program
- Taught over 100 cycling workshops and hosted more than 50 educational events, reaching over 2,700 community members
- Distributed over 600 helmets through schools and community helmet giveaways across the island
- Created and produced e-bike PSAs and workshops through a new partnership with the Hawai'i Department of Transportation
- Developed bike safety curriculum and training for Driver's Ed instructors across the state

Events:

- Welcomed over 2,500 riders from 18 U.S. states and 7 countries to our large events, including over 300 first-time riders, who collectively rode 150,000 miles - equivalent to 6 laps around the world
- Celebrated Bike Month with energizer stations, helmet giveaway, cycle swap meet, and pau hana
- Partnered with REHAB Hospital, VA Pacific Islands Healthcare System, and Adaptive Adventures on a quarterly adaptive ride series to make cycling more inclusive for all riders

Community:

- Picked up over 3,000 lbs of trash at various community clean-up events
- Donated 100+ bikes to KVIBE and other local organizations
- Replaced 200+ delineators and helped clean Honolulu's protected bike lanes
- Created a new chapter, HBL Dirt, to focus on improving off-road bicycling opportunities
- Celebrated the groundbreaking Navahine+HDOT outcome, the first constitutional climate settlement of its kind in the world

2. Describe the applicant's capacity to successfully achieve the proposed outcomes.
OR
Provide a plan to acquire the capacity to successfully achieve the proposed outcomes (including how the applicant has acquired similar capacity in the past).

Responses should include organizational knowledge, staffing, fiscal resources, facilities and other resources, stakeholders and relationships, and other relevant resources. (3,000 character count limit)

HBL has been leading efforts as described in this proposal for nearly fifty years. Ride Aloha Honolulu is a new program designed to increase organizational capacity, reach new audiences and help more individuals in need to get access to information, resources, and skills building so that they can safely choose to ride a bicycle for transportation, recreation and health. We anticipate being able to have even more impact since we are proposing this program to launch during our golden 50th anniversary year. This will provide enhanced opportunities for earned media to reach the widest possible audience.

HBL has three pillars to realize the goals of our mission: advocacy, education and events. There is one FTE director in each of these areas, as well as an FTE community engagement coordinator, part-time staff and volunteers.

Executive director Travis Counsell, earned an executive MBA at the Shidler College of Business at UH Mānoa. Prior to serving in this role he led the nonprofit New England Mountain Bike Association and also owned a bicycle shop and rental business in Waikiki. He first began working at HBL in 2015. In 2023, he completed the Hawai'i Association of Nonprofit Organization's Fellows Program.

Adult Education Director Malia Harunaga has been with the organization since 2015. She is certified as a League of American Bicyclists Coach (one of just 17 in the nation). Previously, Malia also served as our co-executive director. Malia leads a robust calendar of skills building workshops and educational activities.

Events Director Chris Salas has participated in numerous competitive sports events including marathons in Los Angeles and Boston; Ironman World championship in Kona and; Race to the Sun on Maui. Chris oversees a full portfolio of small and signature events.

Advocacy Director Eduardo Hernandez joined our staff in 2024. He has been applying his background in nonprofit fundraising and communications to champion Safe Streets for All, with particular focus on advocacy leadership and resource development. Before working for HBL, Eduardo was a member of our Board of Directors. His past experience includes work with housing, health and arts organizations in Hawai'i and nationally.

HBL has an annual budget of approximately $1M. We have more than 1,000 active members and more than 20,000 individuals receive our monthly newsletter linking them to a wide range of resources, education and activities statewide. Each year, more than 5,000 people join us for a myriad of activities including weekly guided rides, monthly and quarterly skills building workshops, community cleanups and our signature internationally attended major events including the Haleiwa Metric Century and the Honolulu Century Ride. In 2024, we celebrated the 35th anniversary of BikeEd, our in-school and on-bicycle education program for elementary school students. More than 100,000 fourth graders have developed early skills and appreciation for the benefits and camaraderie of cycling through this program. BikeEd is partially funded by the City and its track record speaks to our ability to responsibly steward public revenue over decades.

D. Describe the applicant's sustainability and/or additional long-term benefit to the community

1. Provide a plan for sustaining and / or expanding activities beyond the applicable grant period. (2,000 character count limit)

HBL is taking proactive steps to ensure the enduring success of the Ride Aloha Honolulu. We are in the final stages of drafting and publishing an updated strategic plan focused on diverse funding, community collaboration, and continuous evaluation. The first pillar involves diversifying funding sources, including seeking grants from health and wellness foundations, local government initiatives, and organizations dedicated to climate and sustainability. We recently received more than $60,000 from two family foundations including the locally based Kosasa Foundation. HBL sustains its operations through membership dues, government contracts, and grant funding.

In community partnerships and sponsorships, HBL is set to cultivate alliances with local businesses in cycling and health-related sectors. This initiative aims to secure financial sponsorships from establishments such as bike shops, wellness centers, and companies

invested in fostering community health initiatives for seniors and other residents. Additionally, the organization is actively collaborating with local government agencies to explore opportunities for financial support, infrastructure development, and the seamless integration of the Ride Aloha Honolulu into broader community wellness initiatives.

The strategic plan also emphasizes a commitment to program evaluation and improvement, focusing on establishing a robust monitoring system. Regular participant feedback, quantitative data on participation rates, and anecdotal evidence will be instrumental in informing ongoing enhancements. Moreover, HBL recognizes the importance of adaptability to the evolving needs of those we serve. This includes adjusting program activities, schedules, and outreach strategies to ensure continued relevance and resonance within the community.

This comprehensive approach aims to sustain and expand Ride Aloha Honolulu. The organization's dedication to adaptability, community engagement, and strategic partnerships is poised to create a lasting and positive impact for O'ahu residents.

2. Describe the applicant's capacity and resources to carry out the above plan (staffing, funding, etc.) beyond the grant period. (2,000 character count limit)

HBL is well-positioned to sustain and expand the proposed plan for the Ride Aloha Honolulu program beyond the grant period.

- HBL's experienced and qualified leadership and instructional team brings a wealth of experience in cycling, community engagement, and nonprofit management. Their expertise ensures strategic decision-making and effective program execution.

- HBL's funding model provides financial stability, relying on grants, donations, memberships, and event proceeds. Our organization's ability to diversify funding sources ensures resilience against potential fluctuations in specific revenue streams, including the existing membership program.
- Existing relationships with local businesses, potential partnerships, and collaboration with local government agencies with health and wellness-related entities create opportunities for ongoing sponsorships, collaborations, and financial support.

- Our commitment to continuous monitoring and evaluation ensures that the program remains responsive to community needs. This adaptive approach contributes to the sustained effectiveness of the program.
- HBL's experience in public awareness campaigns and community engagement activities positions the organization to continue advocating for cycling initiatives and garnering community support. Our track record in policy advocacy for cycling infrastructure positions the organization as a key player in shaping a supportive environment for the Ride Aloha Program.

- Our focus on intergenerational programs demonstrates its commitment to innovative and collaborative initiatives. These programs enhance community engagement and contribute to the program's long-term success.

E. No CITY funds or assistance. The highest consideration will be given to applicants that do not receive other funding or any form of assistance from the CITY. While applicants that receive other funding or assistance from the CITY may apply for Grants in Aid funding, the extent of funding or assistance already received in relation to services provided must be considered prior to awarding Grants in Aid funds. A percentage of the sub-total criteria points will be awarded to Grantees based on the criteria below and the information about past funding / assistance from the CITY that follows.	
The applicant has received no award from the CITY within the last 3 years.	**10%**
The applicant has received 1-2 awards from the CITY within the last 3 years.	**7%**
The applicant has received 3-5 awards from the CITY within the last 3 years.	**5%**
The applicant has received between 6-9 awards from the CITY within the last 3 years.	**3%**
The applicant has received 10 or more awards from the CITY within the last 3 years.	**0%**

GRANTEE RECEIPT OF CITY GRANTS

Identify all CITY grants received by Grantee (or Fiscal Sponsor) in the last three (3) years. Information will be verified by the CITY.

1. Grant Activity Name & Contract #: BikeEd Hawaii Program & Adult Bicycle Education MA-DTS-2300028
   Grant Period: 7/1/22 to 6/30/28 Grant Amount: $285,000 / year
   Grant Purpose: In-school Bicycle Education for 4th graders and adult bicycle education
   Grant Activity Status: ☒ Underway ☐ Completed ☐ Canceled
   Administrating Division: Department of Transportation Services

2. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

3. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

4. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____

E. Age Friendly Honolulu (Complete only if applying for the bonus points)
Consideration is to be given to applicants that incorporate the vision and goals of the Age-Friendly Honolulu Program (as codified in ROH Chapter 2, Article 22), including but not limited to (1) enabling residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active; and (2) removing barriers to inclusion for and providing support services to vulnerable residents and/or have physical limitations.

If awarded bonus points for being an Age-Friendly Honolulu project, the Grantee will be subject to additional reporting requirements, including but not limited to name, age, and physical location of seniors being served by the project.

To be eligible for the bonus points as an Age-Friendly Honolulu project an organization must demonstrate the proposal aligns with Age-Friendly Honolulu's priorities by completing the following TWO steps:

1) Go the following website https://www.hiphi.org/age-friendly-honolulu/ to access an Age-Friendly Honolulu training video. The video should be watched by at least one (1) person from the non-profit organization in a leadership position (Executive Director, Administrator, or equivalent). This video will define an "age-friendly city" and explain what types of projects align with the Age-Friendly Honolulu Vision.

2) Complete the section below by selecting which Age-Friendly Honolulu category best fits the activities of your organization and providing a brief description of how your proposal is an Age-Friendly Honolulu project.

☒ Enabling Residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active, particularly at the oldest ages

☐ Providing Kupuna with meaningful roles in the community, including mentors, volunteers, or through intergenerational programming

☐ Removing barriers to support community inclusion and accessibility for persons of all abilities.

3) *How is your proposal an Age-Friendly Honolulu Project and explain how your organization can meet the additional reporting requirements if awarded? (2,000 character count limit)*

Ride Aloha Honolulu aligns seamlessly with the objectives of the Age-Friendly Honolulu Project, addressing crucial elements of community inclusion, accessibility, meaningful roles for kūpuna, and the promotion of social engagement and well-being across all age groups. In removing barriers to community inclusion and accessibility, the program strategically focuses on providing accessible cycling opportunities for seniors. The use of recumbent tricycles, known for their stability, comfort, and ease of use, ensures that individuals with varying abilities can actively participate.

The initiative also recognizes the importance of providing kūpuna with meaningful roles, actively engaging them as volunteers, across other HBL initiatives. Collaborative efforts, including intergenerational activities involving kūpuna, offer opportunities to act as mentors, sharing their valuable experiences with younger generations. Notably, two of our Board members are over eighty and continue to ride many miles weekly.

To ensure transparency and accountability in assessing the program's impact, HBL commits to comprehensive reporting requirements. This includes the collection and reporting of participant demographics, outcome measurement tools to assess success in removing barriers and providing meaningful roles, and collaboration with local entities to gather qualitative and quantitative data on the broader impact of the program on community inclusion, accessibility, and social engagement. In essence, Ride Aloha Honolulu showcases HBL's commitment to enhancing the well-being of Honolulu's diverse population through inclusive and engaging initiatives.

APPENDIX A: TIER II GRANT PROPOSAL (Grants $25,000 to $150,000)
SOLICITATION NO. RGP-DCS-GIA2026

Instructions: The proposal below must be completed in full. Responses must be provided in the fillable boxes provided. Where annotated, the fillable boxes have predetermined maximum limits on character counts. Letters, numbers, punctuation marks, and spaces are included in the character count limits.

SECTION I
SUMMARY

A. Grantee Legal Name:	Hawaii Building Industry Foundation
B. Is Grantee a Fiscal Sponsor?	☒ Yes ☐ No
C. Grant Activity Name:	Computer Training Center Lab

D. Briefly describe the Grantee's background, history (including year established), and mission. *(400 character count limit)*

The BIA, non-profit construction trades' organization, was established in 1955. It represents Hawaii's construction industry, advocating for quality construction and sustainability. BIA's mission is to advance Hawaii's building industry through education, advocacy, and providing resources, fostering a safe, affordable, and sustainable living environment for Hawaii's communities.

E. Briefly describe the Grant Activity and public need being filled. *(400 character count limit)*

This project addresses Hawaii's construction labor shortage by providing disadvantaged populations: 1) access to a newly established CTCL; and 2) essential pre-apprenticeship equipment. This holistic approach removes socio-economic barriers that limit them and creates pathways to high-demand skilled trades and promoting economic mobility in underserved communities.

F. Briefly summarize Grant Activity outcomes and measures of success, including number and description of those served. *(400 character count limit)*

The project serves 100 individuals in the CTCL and 80 students via pre-apprenticeship programs. Success is measured by: computer usage; student engagement; and curriculum implementation. This approach addresses Hawaii's labor shortage and promotes underserved community economic mobility by removing typically insurmountable barriers to skilled trades' employment.

G. Council District
Check all districts that will benefit from the Grant Activity. Provide the amount requested per district. Amounts must be in whole numbers only.

☒ District 1 $16,667	☒ District 2 $16,664	☒ District 3 $16,667
☒ District 4 $16,667	☒ District 5 $16,667	☒ District 6 $16,6667
☒ District 7 $16,667	☒ District 8 $16,667	☒ District 9 $16,667

Total Amount Requested (must be $25,000 to $150,000)	$150,000

H. Type of Grant Activity (pick ONE category that best reflects the Grant Activity):		
1. Public Services: Projects in this category will support qualified public services and programs for the target populations deemed by the CITY to be most vulnerable.		
☐ A. Public Service – Seniors	☐ B. Public Service - Children	☐ C. Public Service - Disabilities
☐ D. Public Service – Homeless	☐ E. Public Service – Domestic Violence	☐ F. Public Service – Substance Abuse
☐ G. Public Service – Mental Health	☐ H. Public Service – Other (describe):	
2. Arts, Culture, Community/Economic Development, and the Environment: Projects in this category will support the sustainable improvement in the well-being and quality of life of local communities, especially low- to moderate income areas.		
☐ A. Arts	☐ B. Culture	☐ C. Community Development
☒ D. Economic Development	☐ E. Environment	

GRANTEE'S CERTIFICATION AND SIGNATURE

The undersigned, subject to personal liability and penalty under applicable law, certifies that he or she: (i) is authorized to sign this Grant Proposal; (ii) personally prepared or reviewed the matters found in this Grant Proposal (including any related documents/attachments); (iii) asserts all statements made in this Grant Proposal (including all attachments) are true, accurate and complete; (iv) has the requisite skills and knowledge to assert the foregoing certification; and (v) has complied and shall continue to comply with all applicable requirements of Chapter 6, Article 29 of the Revised Ordinances of Honolulu 2021, as amended (Link), regarding private organizations receiving grants of public funds from the City and County of Honolulu.

Holly Kessler

Signature of Grantee (Fiscal Sponsor) Officer
Printed Name and Title: Holly Kessler, Executive Director

11/19/2024
Date

CERTIFICATE OF THE BOARD OF DIRECTORS NO OBLIGATIONS IN ARREARS

The undersigned of the Board ("Grantee") hereby certifies that the Grantee or any principal of the Grantee or sponsored organization (where the Grantee is a Fiscal Sponsor) is not in arrears on any financial or other obligation owed to the City & County of Honolulu, a municipal corporation of the State of Hawaii.

(Signature)

Kamuela Potter, Board Secretary
(Print name)

CERTIFICATE OF THE BOARD OF DIRECTORS AUTHORIZATION TO ASSIGN AUTHORITY

The undersigned of the Board ("Grantee") hereby certifies that Kamuela Potter, Board Secretary, has been authorized by the Board of Directors to sign proposals, contracts, and related documents on behalf of the Grantee. Accordingly, I hereby assign the authority by the Board to execute proposals, contracts, and contract amendments on behalf of the Grantee, and further certify that the assigned is given the power and authority to do all things necessary to implement, maintain, amend, or renew such contracts, including but not limited to the delegation of signing authority to another employee of the Grantee.

(Signature)

Kamuela Potter, Board Secretary
(Print name)

STATE OF HAWAII)
CITY AND COUNTY OF HONOLULU)

On this 21 day of November, 2024, before me appeared Kamuela Potter, Board Secretary, personally known to me, who, being by me duly sworn, did say that he/she is the Board Secretary of Hawaii Building Industry Foundation and that the corporation has no corporate seal, and that said instrument was signed in behalf of said corporation by authority of its Board of Directors, and said she acknowledged said instrument to be the free act and deed of said corporation.

HELEN TACHIBANA NOTARY PUBLIC No. 17-426 STATE OF HAWAII

Notary Public, State of Hawaii Helen Tachibana

My Commission expires: 10/08/2025

Doc. Date: NOV. 21, 2024 # Pages 1
Name: Helen Tachibana 1st Circuit
Doc. Description: Cert of Bd of Dir No obligations in arrears/Auth to Assign Authority

Signature 11/21/2024 Date

NOTARY CERTIFICATION

HELEN TACHIBANA NOTARY PUBLIC No. 17-426 STATE OF HAWAII

SECTION II
GRANT ACTIVITY INFORMATION

A. Describe how the community need, stated problem/issue, and target population are effectively validated. The description must include how the public services' target population is vulnerable or how the arts, culture, community/economic development, or environmental activities will especially support low- to moderate-income areas.

1. Provide substantive data and other qualifying information to demonstrate how the problem/issue impacts the target population and is a community priority that needs to be addressed. *(5,000 character count limit)*

Target Populations and Inclusivity: The project targets disadvantaged populations. These groups have historically faced systemic challenges in accessing skilled trades education and employment. The initiative addresses these inequities, fostering an inclusive workforce by equipping participants with the tools and support they need to succeed. Industry research and community engagement validate the inclusion of these groups, underscoring the need for expanded access to education and employment opportunities in skilled trades.

Validation of Community Need: Hawaii's construction industry faces a well-documented labor shortage, exacerbated by a lack of accessible training pathways and resources in underserved communities. Low-to-moderate income areas are particularly affected, with limited workforce development programs, high unemployment rates, and systemic socio-economic barriers preventing residents from entering skilled trades. Workforce development reports highlight the growing demand for skilled labor, while community surveys reveal that individuals in these areas often lack access to technology needed for successful workforce engagement.

BIA's CTCL and pre-apprenticeship programs are tailored to address these disparities. By providing access to cutting-edge technology and pre-apprenticeship equipment, the project bridges critical gaps in workforce development. Additionally, the initiative aligns with state and community priorities to promote workforce growth and ensure equitable economic opportunities.

Supporting Economic Development in Low-to-Moderate Income Areas: The project strategically supports economic development in low-to-moderate income areas through the following activities:

1. Providing Accessible Training Facilities: The CTCL serves 100 individuals annually, offering access to the technological resources necessary for developing industry-relevant skills. This facility reduces barriers to learning, particularly for those who may lack access to computers or high-speed internet.

2. Delivering Pre-Apprenticeship Programs: Serving 80 students per year, these programs equip participants with foundational skills and knowledge required for high-demand trades. This creates direct pathways to stable, well-paying jobs that foster economic mobility.

3. Addressing Barriers to Participation: To ensure equitable access, the project includes: technology access; pre-apprenticeship tools; and mentorship programs. These services empower participants to fully engage in training programs and sustain long-term employment.

Substantive Data and Demonstrated Impact: The construction industry is a cornerstone of Hawaii's economy, contributing significantly to infrastructure development and economic growth. However, workforce shortages threaten the industry's potential. This project directly addresses this challenge by expanding the talent pool with skilled workers from underrepresented communities. The impact includes:

- Economic Impact: By increasing workforce participation from disadvantaged populations, the project boosts local economic activity and addresses critical labor shortages in the construction industry.

- Community Priorities: Feedback from unions, employers, and community organizations consistently highlights the need for skilled workforce training and comprehensive support services, particularly in underserved areas.

- Employment Outcomes: Graduates of the BIA programs secure employment in high-demand trades, reducing unemployment and enhancing economic stability within their communities.

Community Support and Prioritization: BIA's initiatives are supported by strong partnerships with industry stakeholders, unions, and community organizations. These collaborations ensure the programs remain aligned with community needs and priorities. Ongoing engagement with these groups validates the project's relevance and effectiveness.

Mentorship programs, support networks, and tailored services reflect BIA's commitment to addressing the unique challenges faced by underrepresented populations. Participants are not only trained in technical skills but also provided with holistic support that includes career guidance, financial literacy education, and resources to overcome socio-economic obstacles.

Long-Term Impact and Scalability: By addressing workforce shortages, removing socio-economic barriers, and promoting diversity, BIA ensures sustainable economic growth. The project creates a replicable model for workforce development, providing a roadmap for similar initiatives in other regions. The emphasis on inclusivity, community engagement, and holistic support ensures that participants are equipped to thrive in the skilled trades, contributing to the economic and social fabric of their communities.

B. Describe the proposed plan

1. Provide a description of the Grant Activity. This description will be used as the scope of services in the contract. Describe why you chose this Grant Activity and how it will effectively address the community's problem / need. *(3,000 character count limit)*

Grant Activity Description: The BIA project addresses Hawaii's construction labor shortage by targeting disadvantaged populations, including women, people of color, rural residents, justice-involved individuals, and second-chance program participants. Through the CTCL and pre-apprenticeship programs, the initiative provides skills, tools, and support needed for participants to access high-demand trades and achieve economic stability.

Why This Grant Activity Was Chosen: Hawaii's construction industry faces a significant labor shortage, compounded by systemic barriers in underserved communities. These include limited access to technology, training pathways, and socio-economic challenges such as transportation and childcare. Research and community surveys highlight the critical need for accessible and inclusive training programs. The CTCL and pre-apprenticeship initiatives

address these gaps, aligning with state and community workforce development priorities by providing equitable opportunities in a growing industry.

How This Activity Addresses the Community's Problem/Need: The project tackles workforce challenges and socio-economic barriers in low-to-moderate income areas through:

1. Accessible Training Facilities: The CTCL serves 100 individuals annually, offering essential technology to develop industry-relevant skills, addressing technology access disparities.

2. Pre-Apprenticeship Programs: Serving 80 students per year, these programs equip participants with foundational skills and practical knowledge, preparing them for high-demand construction jobs.

3. Support Services to Overcome Barriers: Participants benefit from tools and resources such as mentorship, pre-apprenticeship equipment, childcare, and transportation assistance, enabling sustained participation and success.

Substantive Data and Demonstrated Impact:

- Economic Impact: The project increases workforce participation from underrepresented groups, bolstering Hawaii's construction industry and addressing labor shortages.
- Community Priorities: Feedback from unions, employers, and community organizations confirms the need for training and support services in underserved areas.
- Employment Outcomes: Graduates secure stable, well-paying jobs, fostering economic mobility and reducing unemployment in their communities.

Community Support and Alignment: Strong partnerships with stakeholders, unions, and community organizations validate the project's relevance and ensure alignment with community needs. Mentorship programs, career guidance, and financial literacy training provide holistic support for participants.

Long-Term Impact and Scalability: By fostering inclusivity and addressing workforce shortages, the initiative creates a sustainable, replicable model for workforce development. Participants gain skills to thrive in the construction industry, contributing to economic growth and socio-economic progress across Hawaii.

2. Provide measurable outcomes, describe how outcomes are aligned with the purposes and priorities of the Grants in Aid Fund, and describe how outcomes directly benefit the target population. *(3,000 character count limit)*

Public Services should begin with a statement of the number of individuals that the Grant Activity will directly benefit during the Grant Term.

Arts, Culture, Community/Economic Development or Environment should begin with a statement as to how the Grant Activity supports the sustainable improvement in the well-being and quality of life of local communities, especially low to moderate income areas.

This BIA project delivers measurable outcomes to address Hawaii's construction labor shortage while supporting economic development and improving the well-being of local communities, particularly in low-to-moderate income areas:

1. Participants Served:

- 100 individuals annually will gain access to the CTCL, improving technological literacy and access to resources for skilled trades education.
- 80 pre-apprenticeship students annually will complete foundational training programs, creating pathways to high-demand, well-paying jobs.

2. Program Success Metrics:

    - 75% program completion rate for pre-apprenticeship students, ensuring participants develop the necessary skills to secure employment.
    - 80% job placement rate for program graduates in high-demand trades.
    - Increased diversity in the skilled trades workforce, targeting women, people of color, rural residents, and justice-involved individuals.

3. Community Engagement and Support:

    - Mentorship programs and career support for all participants.
    - Reduction in socio-economic barriers through financial literacy training, transportation assistance, and childcare solutions.

Alignment with Grants in Aid Fund Purposes and Priorities: The BIA project aligns with the Grants in Aid Fund's purpose to promote economic development and sustainability in underserved communities. It addresses critical labor shortages by fostering workforce development and offering inclusive opportunities for disadvantaged populations. Specifically, the project supports:

- Economic Development: By providing training and job placement for underrepresented groups, the project drives local economic growth and builds a skilled, diverse workforce.
- Community Prioritization: The project directly benefits low-to-moderate income areas by reducing unemployment, increasing earning potential, and fostering financial independence.

Direct Benefits to the Target Population: The project creates sustainable pathways to economic mobility for disadvantaged groups, offering long-term benefits that include:

- Improved Access to Opportunities: Participants gain industry-relevant skills and access to resources previously unavailable in their communities.
- Breaking Cycles of Poverty: The program equips individuals to secure stable, high-paying jobs, fostering financial stability for their families.
- Community Well-Being: By addressing systemic inequities, the project promotes inclusive economic growth and builds stronger, more resilient communities.

Sustainable Impact: This initiative ensures the sustainable improvement in the quality of life for participants and their communities by addressing systemic barriers to education and employment. By fostering inclusivity, economic growth, and resilience, the project helps underserved populations thrive while supporting Hawaii's economic needs and environmental sustainability.

3. Provide an action plan to achieve the stated measurable outcomes. If the Grant Activity involves a partnership, provide a description of each partner's role. Must include measurable milestones, specific events, or other performance measures appropriate to achieving the outcomes. *(3,000 character count limit)*

Action Plan to Achieve Measurable Outcomes: The BIA project will implement a structured, phased approach to achieve the stated measurable outcomes, ensuring alignment with program goals and sustainable community impact.

Phase 1: Preparation and Infrastructure Development (Months 1–3):

- Milestones:
  - Establish and equip the CTCL with state-of-the-art technology and resources.
  - Develop and finalize pre-apprenticeship curriculum tailored to industry needs.
  - Recruit and train program staff, including instructors and mentors.
  - Establish partnerships with unions, employers, and community organizations for participant referrals and job placements.
  - Target enrollment of 25 participants for the first training cohort.

Phase 2: Program Launch and Participant Engagement (Months 4–12):

- Milestones:
  - Enroll 100 individuals annually in CTCL programs to improve technological literacy and access.
  - Launch pre-apprenticeship training programs serving 80 participants annually.
  - Conduct monthly workshops on financial literacy, job readiness, and career planning.
  - Provide transportation assistance, childcare solutions, and mentorship to address barriers to participation.
  - Achieve a 75% program retention rate by mid-year.

Phase 3: Hands-On Training and Job Placement (Months 6–18):

- Milestones:
  - Facilitate on-the-job training and internships with industry partners for program participants.
  - Conduct quarterly evaluations of participant progress and curriculum effectiveness.
  - Host biannual employer networking events to connect participants with job opportunities.
  - Achieve 80% job placement rate within three months of program completion.

Phase 4: Monitoring and Continuous Improvement (Months 12–24):

- Milestones:
  - Collect and analyze data on program outcomes, including participant feedback and employment metrics.
  - Adjust curriculum and support services based on performance evaluations and industry input.
  - Publish an annual impact report detailing measurable outcomes, such as job placements and participant success stories.

- Achieve increased diversity in skilled trades, with targeted recruitment ensuring at least 40% women and people of color.

Performance Measures:

- Enrollment and Completion: Number of participants enrolled and completing pre-apprenticeship programs.
- Diversity Targets: Percentage of participants from disadvantaged groups.
- Job Placement: Percentage of graduates securing employment in high-demand trades.
- Participant Satisfaction: Positive feedback rates from program participants and employers.
- Community Impact: Reduction in unemployment rates in target low-to-moderate income areas.

By following this detailed action plan, BIA will achieve its measurable outcomes, foster workforce development, and contribute to the sustainable economic growth of Hawaii's underserved communities.

4. Provide a budget narrative that explains how the budget in Section III will achieve the desired outcomes. (*3,000 character count limit)*

The Building Industry Association of Hawaii (BIA) is requesting a Grant In Aid of $150,000 to support the Computer Training Center Lab, which aims at helping economically disadvantage population. BIA is trying to help those who are systematically challenged in getting work because of their lack of skills. BIA addresses those challenges by offering their classes at no cost to the student.

The funds requested will help BIA's Apprenticeship program by allocating as follows:
Salaries including fringe benefits $72,099. .50 FTE for a System Administrator/Office Manager ($29,604 including Fringe benefits) who takes on a hybrid role that combines administrative and IT responsibilities. The individual brings both organizational and technical expertise, ensuring that the office runs smoothly while its technology remains efficient and up-to-date. This helps with the computer center as she will Set up new computers, install hardware, and ensure proper configurations. Regularly update operating systems and software. Perform basic troubleshooting for hardware issues.

An Education Specialist at .50 FTE ($42,495 including Fringe Benefits) who will put together this project and follow through with recruiting trainees, tracking and monitoring training activities and participant information, basic worker information, working with the trainers, employer information and statistical information relevant to program assessments and evaluations. The Education Specialist is responsible for designing, implementing, and evaluating educational programs and initiatives to meet organizational or institutional goals.

$24,000 for the grant manager, who will oversee the grant and compliance report. A grant manager ensures that all activities and expenditures align with the funder's requirements and regulations. This includes adhering to deadlines, reporting standards, and specific project goals. A grant manager tracks progress, measures outcomes, and ensures the project stays on track.

Program Supplies $46,401
For the computer lab, purchase of 10 laptops totaling $22,000, Printer $500, Software Licenses for 10 laptops $1,500, Operating Licenses $2,000, Office Suite Licenses $4,000, Printer Ink and Paper $200, Setup & Installation with security features $800, and

maintenance repairs $1,000. Without these components, a computer lab cannot function effectively or legally, potentially compromising both user experience and operational integrity.

Other Program supplies include: Architect scale rulers for 100 students $1667, Measuring tape $2500, PPE, which includes safety glasses, gloves, ear protection, dust masks, and hard hats. PPE, $7000 supplies, are a critical investment in the success and safety of any pre-apprenticeship program. This helps ensure that the students do well in the courses and can strive to get new jobs when they graduate. Miscellaneous supplies for students $3,234

$7,500 is for our Fiscal Sponsor

5. Provide a timeline that is complete, realistic and appropriate to achieve the desired outcomes. This timeline should also be reflected in Section IV. *(3,000 character count limit)*

Project Timeline: Addressing Hawaii's Construction Labor Shortage

Phase 1: Planning & Preparation (Month 1-3)

- Month 1:
  - Finalize agreements with key partners (e.g., industry organizations, pre-apprenticeship trainers).
  - Develop outreach plan targeting underserved populations.
  - Procure necessary pre-apprenticeship equipment and CTCL resources.
- Month 2:
  - Set up the CTCL facility, including installing computers and software tailored for construction training.
  - Collaborate with community partners to schedule recruitment sessions in underserved communities.
- Month 3:
  - Complete pre-apprenticeship program curriculum customization.
  - Launch recruitment campaign (social media, community events, and partnerships with local organizations).

Phase 2: Recruitment & Enrollment (Month 4-5)

- Month 4:
  - Conduct recruitment sessions in underserved communities.
  - Begin accepting applications for both CTCL and pre-apprenticeship programs.
- Month 5:
  - Enroll 100 CTCL participants and 80 pre-apprenticeship students.
  - Orient participants, providing a roadmap of program benefits and expectations.

Phase 3: Program Implementation (Month 6-10)

- Month 6:
  - Launch CTCL services, including access to computers and career resources for participants.
  - Start pre-apprenticeship programs with an initial cohort.
- Month 7-9:
  - Conduct weekly CTCL workshops focusing on essential skills like resume building, digital literacy, and interview preparation.
  - Deliver pre-apprenticeship curriculum, emphasizing hands-on experience and essential trade skills.

- Month 10:
  - Mid-point evaluation of participant engagement and curriculum effectiveness.
  - Adjust programming based on feedback from participants and instructors.

Phase 4: Program Completion & Transition (Month 11-12)

- Month 11:
  - Prepare participants for transitioning to apprenticeship programs or employment in skilled trades.
  - Host a job fair connecting participants with local construction employers.
- Month 12:
  - Evaluate program outcomes, including computer usage rates, student engagement, and curriculum implementation metrics.
  - Create a final report summarizing lessons learned, participant testimonials, and recommendations for future programming.

Ongoing Support: Participants can continue accessing the CTCL for follow-up support, including job placement assistance and skill refinement, even after program completion.
By maintaining a structured and phased approach, the project ensures adequate preparation, effective implementation, and measurable outcomes that address Hawaii's construction labor shortage while empowering disadvantaged populations.

C. Provide evidence of the agency's ability to perform the proposed grant activity through past performance, current capacity and/or plan to acquire the capacity to perform.

1. Provide data that demonstrates proven success in offering the same, similar, or related activities to achieve the proposed outcomes. *(3,000 character count limit)*

Through a targeted, supportive pre-apprenticeship training model, BIA has assisted hundreds of participants from diverse, disadvantaged backgrounds, helping them overcome financial, linguistic, and logistical barriers to work-force entry. This approach includes practical job training and access to essential resources like: transportation; childcare; meals; work attire; and personal safety equipment—support is often necessary for economically vulnerable individuals to succeed.

Evidence of Success:

1. Participant Enrollment and Retention: In the past three years, BIA has increased enrollment by 60%, successfully engaging participants from rural areas, immigrant communities, and justice-involved individuals. This growth reflects BIA's efforts to make construction training accessible to those traditionally excluded.

2. Completion and Employment Rates: BIA's program has achieved a 75% completion rate among enrolled participants, a benchmark success considering the challenges these groups face. Upon completion, over 70% of participants secured entry-level positions in construction, demonstrating the program's effectiveness in job placement and skill application.

3. Enhanced Participant Earnings: Graduates of BIA's pre-apprenticeship program report an average 45% in-crease in earnings within the first two years of employment. Many have transitioned from low-wage jobs to construction roles offering significantly higher pay, enabling individuals and families to escape cycles of poverty.

4. Positive ROI and Broader Economic Impact: Each dollar invested in this initiative has shown a high Re-turn on Investment (ROI) by filling critical gaps in Oahu's construction labor force. This reduces the time and costs associated with hiring, onboarding, and training new workers for construction companies, there-by strengthening Hawaii's construction economy.

5. Diversity and Inclusion: BIA's model has improved workforce diversity, with approximately 80% of participants identifying as women of color, 18% as immigrants, and 79% as rural residents. These demographics illustrate BIA's dedication to inclusivity and its success in targeting populations historically underrepresented in the trades.

6. Support Services as Success Enablers: BIA's comprehensive support system is instrumental in maintaining participant engagement. Providing essentials-e.g. computer access; transportation; childcare; and meals has reduced dropout rates by 30% compared to programs without similar support, demonstrating the necessity of these resources in sustaining engagement and completion.

Long-term Outcomes: BIA's success underscores its role in building a more resilient and inclusive Oahu economy. By fostering a diverse workforce and creating pathways out of poverty, it empowers participants to attain economic independence and contribute to their communities. By ensuring Hawaii's construction industry has access to skilled labor, BIA helps alleviate Oahu's labor shortage and supports a stable economy.

2. Describe the applicant's capacity to successfully achieve the proposed outcomes.
OR
Provide a plan to acquire the capacity to successfully achieve the proposed outcomes (including how the applicant has acquired similar capacity in the past).

Responses should include organizational knowledge, staffing, fiscal resources, facilities and other resources, stakeholders and relationships, and other relevant resources. *(3,000 character count limit)*

Organizational Knowledge: With over 60 years in workforce development and construction training, BIA Hawaii is a trusted leader with a deep understanding of Hawaii's labor needs. BIA's experience with similar initiatives enables it to anticipate challenges and design programs that effectively address skills gaps and ensure participant success.

Staffing and Expertise: BIA's team includes experienced project managers, certified trainers, career counselors, and support staff with extensive backgrounds in workforce development. To enhance support, BIA will add case managers, bilingual staff, and vocational counselors, ensuring a comprehensive approach to participant needs and program success.

Fiscal Resources and Financial Management: BIA has a solid financial infrastructure, adept at handling large grants with compliance and accountability. The organization has managed multimillion-dollar federal, state, and private grants with responsible fund utilization. For this project, BIA will seek additional funding from corporate sponsorships and state partnerships to ensure adequate resources for support services and training.

Facilities and Equipment: BIA's training center is equipped for hands-on learning in trades like carpentry and plumbing. Partnerships with local organizations allow for expanded training space, and ADA-compliant facilities provide an inclusive environment. Mobile training units ensure reach into rural areas, enabling access for participants from diverse locations.

Community Relationships and Stakeholders: Strong partnerships with industry leaders, trade unions, and the De-partment of Labor create a support network that enhances job placements, internships, and mentorship opportunities for participants. BIA's established relationships provide sustainable employment pathways for program graduates, ensuring long-term success.

Participant Support and Wraparound Services: BIA offers support like transportation, childcare, meals, work attire, and safety equipment, critical for economically vulnerable participants. Similar support in past projects has led to high retention rates. BIA's partnerships with community organizations ensure these services remain available throughout the program, enhancing stability and engagement.

Technology and Digital Access: BIA addresses the digital divide by offering computers, internet access, and port-able devices, supporting both in-person and online learning. Partnerships with tech organizations enable BIA to provide digital literacy training, ensuring participants are well-prepared for modern workforce demands.

Continuous Improvement and Evaluation: BIA's evaluation framework tracks outcomes, assesses training effectiveness, and collects feedback from participants and employers. Real-time data allows for adjustments that enhance program success and adaptability, ensuring alignment with participant needs and industry trends.

D. Describe the applicant's sustainability and/or additional long-term benefit to the community

1. Provide a plan for sustaining and / or expanding activities beyond the applicable grant period. *(2,000 character count limit)*

1. Diversifying Funding Sources: BIA will actively pursue additional grants from federal, state, and private sources. Corporate sponsorships and industry partnerships will also be explored to provide recurring funding for program activities. By maintaining a diverse funding portfolio, BIA plans to reduce reliance on any single source and ensure ongoing financial stability.

2. Strengthening Industry Partnerships: Collaborating with trade associations, unions, and construction firms allows BIA to secure in-kind contributions and job placements for program participants. These partnerships not only reduce training costs but also offer pathways to permanent positions, which is essential for program sustainability and expansion. BIA will work to formalize these partnerships, creating a pipeline from training to employment.

3. Expanding Fee-for-Service Training: To generate additional revenue, BIA will expand fee-based training options for employers and workforce organizations seeking specialized skills development for their employees. This fee-for-service model will supplement grant funding and help sustain the program by allowing BIA to offer custom training packages based on market demand.

4. Building an Alumni Network: BIA will establish an alumni network to foster connections between program graduates and create mentorship opportunities for new participants. This network will serve as a support system, helping alumni to advance in their careers and stay engaged with BIA's mission, while also encouraging contributions from successful graduates to fund future programs.

5. Community Engagement and Awareness Campaign: By increasing community awareness and advocating for workforce development, BIA will engage more stakeholders and create a

supportive environment for continuous program expansion. These efforts will reinforce BIA's role as a key contributor to Hawaii's workforce solutions and foster sustained support.

2. Describe the applicant's capacity and resources to carry out the above plan (staffing, funding, etc.) beyond the grant period. *(2,000 character count limit)*

1. Diversifying Funding Sources: BIA will actively pursue additional grants from federal, state, and private sources. Corporate sponsorships and industry partnerships will also be explored to provide recurring funding for program activities. By maintaining a diverse funding portfolio, BIA plans to reduce reliance on any single source and ensure ongoing financial stability.

2. Strengthening Industry Partnerships: Collaborating with trade associations, unions, and construction firms allows BIA to secure in-kind contributions and job placements for program participants. These partnerships not only reduce training costs but also offer pathways to permanent positions, which is essential for program sustainability and expansion. BIA will work to formalize these partnerships, creating a pipeline from training to employment.

3. Expanding Fee-for-Service Training: To generate additional revenue, BIA will expand fee-based training options for employers and workforce organizations seeking specialized skills development for their employees. This fee-for-service model will supplement grant funding and help sustain the program by allowing BIA to offer custom training packages based on market demand.

4. Building an Alumni Network: BIA will establish an alumni network to foster connections between program graduates and create mentorship opportunities for new participants. This network will serve as a support system, helping alumni to advance in their careers and stay engaged with BIA's mission, while also encouraging contributions from successful graduates to fund future programs.

5. Community Engagement and Awareness Campaigns: By increasing community awareness and advocating for workforce development, BIA will engage more stakeholders and create a supportive environment for continuous program expansion. These efforts will reinforce BIA's role as a key contributor to Hawaii's workforce solutions and foster sustained support.

E. No CITY funds or assistance.
The highest consideration will be given to applicants that do not receive other funding or any form of assistance from the CITY. While applicants that receive other funding or assistance from the CITY may apply for Grants in Aid funding, the extent of funding or assistance already received in relation to services provided must be considered prior to awarding Grants in Aid funds.

A percentage of the sub-total criteria points will be awarded to Grantees based on the criteria below and the information about past funding / assistance from the CITY that follows.

The applicant has received no award from the CITY within the last 3 years.	**10%**
The applicant has received 1-2 awards from the CITY within the last 3 years.	**7%**
The applicant has received 3-5 awards from the CITY within the last 3 years.	**5%**
The applicant has received between 6-9 awards from the CITY within the last 3 years.	**3%**
The applicant has received 10 or more awards from the CITY within the last 3 years.	**0%**

GRANTEE RECEIPT OF CITY GRANTS

Identify all CITY grants received by Grantee (or Fiscal Sponsor) in the last three (3) years. Information will be verified by the CITY.

1. Grant Activity Name & Contract #: N/A
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

2. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

3. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

4. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled

E. Age Friendly Honolulu (Complete only if applying for the bonus points)
Consideration is to be given to applicants that incorporate the vision and goals of the Age-Friendly Honolulu Program (as codified in ROH Chapter 2, Article 22), including but not limited to (1) enabling residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active; and (2) removing barriers to inclusion for and providing support services to vulnerable residents and/or have physical limitations.

<u>If awarded bonus points for being an Age-Friendly Honolulu project, the Grantee will be subject to additional reporting requirements, including but not limited to name, age, and physical location of seniors being served by the project.</u>

To be eligible for the bonus points as an Age-Friendly Honolulu project an organization must demonstrate the proposal aligns with Age-Friendly Honolulu's priorities by completing the following TWO steps:

1) Go the following website https://www.hiphi.org/age-friendly-honolulu/ to access an Age-Friendly Honolulu training video. The video should be watched by at least one (1) person from the non-profit organization in a leadership position (Executive Director, Administrator, or equivalent). This video will define an "age-friendly city" and explain what types of projects align with the Age-Friendly Honolulu Vision.

2) Complete the section below by selecting which Age-Friendly Honolulu category best fits the activities of your organization and providing a brief description of how your proposal is an Age-Friendly Honolulu project.

☐ Enabling Residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active, particularly at the oldest ages

☐ Providing Kupuna with meaningful roles in the community, including mentors, volunteers, or through intergenerational programming

☒ Removing barriers to support community inclusion and accessibility for persons of all abilities.

3) How is your proposal an Age-Friendly Honolulu Project and explain how your organization can meet the additional reporting requirements if awarded? *(2,000 character count limit)*

BIA's project has an Age-Friendly Honolulu focus because its program components support older adults, creating accessible pathways for those interested in re-entering or transitioning into the construction workforce. Recognizing the benefits of intergenerational learning, BIA incorporates mentorship roles where older, experienced tradespeople can pass on their skills to younger participants. BIA will also develop training modules that cater to varying physical abilities and learning paces, ensuring that older participants can fully engage in and benefit from the program.

BIA will also partner with local agencies and organizations serving Honolulu's older population to promote program awareness, identify potential participants, and provide specialized support services (e.g., transportation and flexible scheduling) that cater to the needs of older adults. These collaborations will enable BIA to address any specific barriers that may prevent seniors from participating, while also broadening program reach and inclusivity.

<u>Meeting Additional Reporting Requirements</u>: To meet the additional reporting requirements, BIA will implement an enhanced data collection system that tracks age-specific metrics,

including enrollment, retention, completion, and job placement rates for older participants. BIA's project team, experienced in detailed grant reporting, will compile and analyze this data to produce comprehensive, age-focused reports that align with Age-Friendly Honolulu objectives.

BIA will also conduct regular feedback sessions and surveys with older participants to assess program impact and capture qualitative data on their experience. Insights gathered will inform ongoing adjustments to program delivery and will be included in reports to ensure transparency and adherence to Age-Friendly Honolulu goals. Additionally, BIA will designate a project coordinator to oversee compliance with reporting timelines and requirements, ensuring timely submission of all data and reports.

Proposal 47

APPENDIX A: TIER II GRANT PROPOSAL (Grants $25,000 to $150,000)
SOLICITATION NO. RGP-DCS-GIA2026

Instructions: The proposal below must be completed in full. Responses must be provided in the fillable boxes provided. Where annotated, the fillable boxes have predetermined maximum limits on character counts. Letters, numbers, punctuation marks, and spaces are included in the character count limits.

SECTION I
SUMMARY

A. Grantee Legal Name:	Hawaii Center for AI
B. Is Grantee a Fiscal Sponsor?	☐ Yes X No
C. Grant Activity Name:	Islands of Innovation: AI Training for Honolulu

D. Briefly describe the Grantee's background, history (including year established), and mission. *(400 character count limit)*

Hawai'i Center for AI, established in February 2024 in Honolulu, is a nonprofit organization dedicated to empowering Hawai'i residents and businesses to ethically and effectively utilize artificial intelligence. Our mission is to bridge the digital divide by providing equitable access to AI education, fostering financial stability, and creating pathways for success for all in our community.

E. Briefly describe the Grant Activity and public need being filled. *(400 character count limit)*

The "Islands of Innovation: AI Training for Honolulu" program will offer 20 free workshops focused on teaching residents and businesses to use AI tools effectively. This addresses the urgent need to close the digital divide, improve employment opportunities, and support business efficiency. By equipping participants with AI skills, the program promotes financial stability and community development.

F. Briefly summarize Grant Activity outcomes and measures of success, including number and description of those served. *(400 character count limit)*

The program will train at least 420 residents through 20 free AI workshops and reach 2,000 individuals through outreach. Success will be measured by participant surveys, increased AI skill adoption, and testimonials on improved job opportunities or business efficiency. The program serves diverse groups across Honolulu, with a focus on underserved communities, fostering financial stability and economic growth.

G. Council District
Check all districts that will benefit from the Grant Activity. Provide the amount requested per district. Amounts must be in whole numbers only.

☐ District 1 $ 10000	☐ District 2 $ 10000	☐ District 3 $ 10000
☐ District 4 $ 10000	☐ District 5 $ 10000	☐ District 6 $ 70000

☐ District 7 $ 10000	☐ District 8 $ 10000	☐ District 9 $ 10000
Total Amount Requested (must be $25,000 to $150,000)	$ 150,000	

H. Type of Grant Activity (pick ONE category that best reflects the Grant Activity):		
1. Public Services: Projects in this category will support qualified public services and programs for the target populations deemed by the CITY to be most vulnerable.		
☐ A. Public Service – Seniors	☐ B. Public Service - Children	☐ C. Public Service - Disabilities
☐ D. Public Service – Homeless	☐ E. Public Service – Domestic Violence	☐ F. Public Service – Substance Abuse
☐ G. Public Service – Mental Health	☐ H. Public Service – Other (describe):	
2. Arts, Culture, Community/Economic Development, and the Environment: Projects in this category will support the sustainable improvement in the well-being and quality of life of local communities, especially low- to moderate income areas.		
☐ A. Arts	☐ B. Culture	☐ C. Community Development
X D. Economic Development	☐ E. Environment	

GRANTEE'S CERTIFICATION AND SIGNATURE

The undersigned, subject to personal liability and penalty under applicable law, certifies that he or she: (i) is authorized to sign this Grant Proposal; (ii) personally prepared or reviewed the matters found in this Grant Proposal (including any related documents/attachments); (iii) asserts all statements made in this Grant Proposal (including all attachments) are true, accurate and complete; (iv) has the requisite skills and knowledge to assert the foregoing certification; and (v) has complied and shall continue to comply with all applicable requirements of Chapter 6, Article 29 of the Revised Ordinances of Honolulu 2021, as amended (Link), regarding private organizations receiving grants of public funds from the City and County of Honolulu.

Signature of Grantee (Fiscal Sponsor) Officer Printed Name and Title: Nam Vu President		Date 11/21/2024

CERTIFICATE OF THE BOARD OF DIRECTORS NO OBLIGATIONS IN ARREARS

The undersigned of the Board ("Grantee") hereby certifies that the Grantee or any principal of the Grantee or sponsored organization (where the Grantee is a Fiscal Sponsor) is not in arrears on any financial or other obligation owed to the City & County of Honolulu, a municipal corporation of the State of Hawaii.

(Signature)

Nam Vu
(Print name)

CERTIFICATE OF THE BOARD OF DIRECTORS AUTHORIZATION TO ASSIGN AUTHORITY

The undersigned of the Board ("Grantee") hereby certifies that Nam Vu (name), Board President (title), has been authorized by the Board of Directors to sign proposals, contracts, and related documents on behalf of the Grantee. Accordingly, I hereby assign the authority by the Board to execute proposals, contracts, and contract amendments on behalf of the Grantee, and further certify that the assigned is given the power and authority to do all things necessary to implement, maintain, amend, or renew such contracts, including but not limited to the delegation of signing authority to another employee of the Grantee.

(Signature)

Nam Vu
(Print name)

STATE OF HAWAII)
CITY AND COUNTY OF HONOLULU)

On this 21st day of NOVEMBER, 2024, before me appeared NAM VU, personally known to me, who, being by me duly sworn, did say that he/she is the PRESIDENT of HAWAII CENTER FOR AI and that the corporation has no corporate seal, and that said instrument was signed in behalf of said corporation by authority of its Board of Directors, and said _____ acknowledged said instrument to be the free act and deed of said corporation.

JAZMINH RABAGO NOTARY PUBLIC No. 22-85 STATE OF HAWAII

Jazminh Rabago
Notary Public, State of Hawaii JAZMINH RABAGO

My Commission expires: 04/17/2026

Doc. Date: UNDATED # Pages 1
Name: JAZMINH RABAGO 1st Circuit
Doc. Description: CERTIFICATE OF THE BOARD OF DIRECTORS NO OBLIGATIONS IN ARREARS; CERTIFICATE OF THE BOARD OF DIRECTORS AUTHORIZATION TO ASSIGN AUTHORITY

Jazminh Rabago 11/21/24
Signature Date

NOTARY CERTIFICATION

JAZMINH RABAGO NOTARY PUBLIC No. 22-85 STATE OF HAWAII

SECTION II
GRANT ACTIVITY INFORMATION

A. Describe how the community need, stated problem/issue, and target population are effectively validated. The description must include how the public services' target population is vulnerable or how the arts, culture, community/economic development, or environmental activities will especially support low- to moderate-income areas.

1. Provide substantive data and other qualifying information to demonstrate how the problem/issue impacts the target population and is a community priority that needs to be addressed. *(5,000 character count limit)*

The Need for "Islands of Innovation: AI Training for Honolulu"

The rapid integration of artificial intelligence (AI) into industries globally has created unprecedented opportunities—and challenges—for workforce development. In Honolulu, the lack of accessible AI education and training hinders local residents' ability to compete in an increasingly technology-driven global economy. The **"Islands of Innovation: AI Training for Honolulu"** program addresses this urgent need by equipping the community with essential AI skills.

Demonstrating the Problem: AI Skills Gap and Economic Impact

AI technologies, from generative models to data analysis tools, are redefining how businesses operate and innovate. Yet, many residents of Honolulu face barriers to acquiring the necessary knowledge to utilize these tools effectively. Learning to leverage AI will be the difference between job loss and job transformation in Honolulu's workforce.

Currently, many tech-related roles in Honolulu remain unfilled due to a skills mismatch, while companies increasingly seek professionals trained in AI and data science. Without intervention, this gap will grow, leaving local talent unprepared for economic shifts and potentially limiting Honolulu's ability to diversify beyond tourism.

Community Prioritization and Support

Honolulu has seen efforts to integrate AI into education, such as school-business collaborations focused on data literacy. However, these initiatives are not yet widespread enough to address the full scope of the need. By prioritizing ethical, inclusive, and culturally relevant AI training, the "Islands of Innovation" program will empower residents to take full advantage of AI technologies while preserving the values and unique cultural identity of the islands.

Bridging the Gap Through Workshops

"Islands of Innovation: AI Training for Honolulu" will deliver 20 workshops over 12 months, directly addressing the skills gap. These workshops aim to:

- Prepare participants for careers in AI-powered industries,
- Foster economic resilience by retaining talent locally, and

- Strengthen community cohesion through technology education tailored to Honolulu's unique context.

This program will not only enhance individual opportunities but also build a tech-savvy workforce capable of driving Honolulu's economic transformation.

B. Describe the proposed plan

1. Provide a description of the Grant Activity. This description will be used as the scope of services in the contract. Describe why you chose this Grant Activity and how it will effectively address the community's problem / need. *(3,000 character count limit)*

Description of the Grant Activity

"Islands of Innovation: AI Training for Honolulu" will provide 20 interactive workshops over 12 months, focusing on developing essential AI and data literacy skills for Honolulu residents. The program is designed to address the urgent need for AI education in Honolulu by targeting underserved communities and individuals seeking to enhance their career opportunities.

Each workshop will be delivered in a hybrid format, allowing participants to attend in person or online, ensuring accessibility for all. The curriculum will include foundational topics such as AI ethics, generative AI tools, and practical applications in industries like healthcare, education, and small business development. Workshops will also offer hands-on learning, enabling participants to build real-world skills with AI technologies.

The program will be led by experienced facilitators and AI experts, supported by partnerships with local businesses, educational institutions, and community organizations. Participants will also have access to follow-up mentorship and resources to continue their learning journey.

Why This Grant Activity Was Chosen

The program addresses a critical skills gap in Honolulu. As highlighted by workforce studies, Honolulu's economy is rapidly transitioning toward technology-driven industries, yet many residents lack the training to meet these demands. This creates a dual challenge: local businesses struggle to hire qualified professionals, and residents miss out on economic opportunities in AI-powered fields.

Additionally, a lack of accessible AI education risks exacerbating inequalities within the community, as those without digital skills are left further behind. By offering inclusive training that aligns with Honolulu's unique cultural and economic needs, this program directly responds to these challenges.

How the Program Will Effectively Address the Community's Need

1. **Closing the Workforce Gap:** The workshops will equip participants with practical skills needed in high-demand areas such as AI applications, data analysis, and digital innovation, aligning with Honolulu's growing tech sector needs.
2. **Empowering Local Talent:** By focusing on local residents, the program ensures that talent remains in Honolulu, contributing to economic resilience and reducing reliance on external hires.
3. **Promoting Equity:** The hybrid format and accessible curriculum are designed to reach underserved populations, ensuring that all community members have an opportunity to benefit.
4. **Sustainable Growth:** Post-workshop mentorship and access to ongoing resources will enable participants to apply their skills, fostering long-term economic and personal growth.

By integrating community values, addressing workforce gaps, and promoting inclusive access to technology education, **"Islands of Innovation: AI Training for Honolulu"** will drive meaningful change and prepare Honolulu for an AI-powered future.

2. Provide measurable outcomes, describe how outcomes are aligned with the purposes and priorities of the Grants in Aid Fund, and describe how outcomes directly benefit the target population. *(3,000 character count limit)*

Public Services should begin with a statement of the number of individuals that the Grant Activity will directly benefit during the Grant Term.

Arts, Culture, Community/Economic Development or Environment should begin with a statement as to how the Grant Activity supports the sustainable improvement in the well-being and quality of life of local communities, especially low to moderate income areas.

Measurable Outcomes

The **"Islands of Innovation: AI Training for Honolulu"** program will achieve the following measurable outcomes, directly benefiting the community and driving economic development:

1. **Workforce Preparedness**
   - Train at least 420 participants in foundational and practical AI skills over 12 months.
   - Achieve a 75% completion rate, with participants demonstrating competency in key AI applications such as data analysis and automation tools through pre- and post-workshop assessments.
   - At least 50% of participants will report increased confidence in applying AI tools in their current jobs or entrepreneurial ventures within three months of program completion, as measured by follow-up surveys.
2. **Community Outreach**
   - In addition to the workshops, the program will focus on **community outreach** by engaging Honolulu residents through **5 events or conferences** over the course of the year. These events will include speaker panels, workshops, and interactive demonstrations aimed at introducing at least **2,000 individuals** to AI tools and their real-world applications. Program representatives, including

AI experts and past participants, will act as speakers or panelists to showcase AI's value in areas like community development, economic empowerment, and workforce innovation.

3. **Community Engagement and Equity**
    - Ensure that at least 50% of participants come from underserved populations, such as Native Hawaiian, Pacific Islander, and low-income communities.

Alignment with Grants in Aid Fund Priorities

The program aligns with the Grants in Aid Fund's mission to promote **community and economic development** by:

- **Addressing Workforce Gaps:** By equipping residents with high-demand skills, the program directly contributes to workforce development, a key driver of economic resilience and diversification.
- **Fostering Economic Opportunity:** By enhancing employability and supporting local businesses through skilled talent, the program strengthens Honolulu's economic ecosystem.
- **Promoting Equity:** The program ensures inclusive access to technology education, addressing systemic barriers faced by underserved communities.

Direct Benefits to the Target Population

1. **Improved Employment Opportunities:** Participants will gain practical skills that enhance their competitiveness in the job market, particularly in industries like healthcare, education, and tech-driven entrepreneurship.
2. **Economic Empowerment:** By building capabilities in AI and data literacy, participants can transition into higher-paying, tech-oriented roles or start their own ventures, fostering financial stability.
3. **Strengthened Local Businesses:** Businesses in Honolulu will benefit from a local talent pool trained in cutting-edge technologies, reducing reliance on external hires and promoting sustainability.
4. **Community Resilience:** The program supports the broader community by creating a tech-savvy workforce that drives innovation while retaining cultural and local values, ensuring that Honolulu thrives in a globalized, AI-powered economy.

3. Provide an action plan to achieve the stated measurable outcomes. If the Grant Activity involves a partnership, provide a description of each partner's role. Must include measurable milestones, specific events, or other performance measures appropriate to achieving the outcomes. *(3,000 character count limit)*

1. Planning and Preparation

- **Define Objectives**: Clearly outline the goals and expected outcomes of the workshops.
- **Identify Target Audience**: Determine who will benefit most from the workshops (e.g., students, professionals, enthusiasts).

- **Develop Curriculum**: Create a detailed curriculum covering all the topics and tools to be taught. Potential topics include: GenAI Intro, ChatBots, AI for Grant/Proposal/Contract Writing, Image/Logo Creation using AI, Infographic Creation, Video Creation and Editing Using AI, Powerpoint Presentations Using AI, Best Practises and Caution When Using AI
- **Select Dates and Venues**: Choose suitable dates and book venues for all 20 workshops.
- **Budget Allocation**: Allocate the budget as per the detailed breakdown provided earlier.

2. Content Development

- **Create Workshop Materials**: Develop handouts, presentations, and any other materials needed for the workshops.
- **Software and Tools**: Ensure all necessary software and tools are available and licensed.
- **Guest Speakers/Trainers**: Identify and confirm guest speakers or trainers for each workshop.

3. Marketing and Promotion

- **Create Marketing Plan**: Develop a comprehensive marketing plan to promote the workshops.
- **Online Advertising**: Utilize social media, email campaigns, and online ads to reach the target audience.
- **Printed Materials**: Design and distribute flyers, posters, and other promotional materials.

4. Logistics and Coordination

- **Venue Setup**: Arrange for the setup of venues, including seating, equipment, and refreshments.
- **Registration Process**: Set up an online registration system and manage participant registrations.
- **Technical Support**: Ensure technical support is available for any equipment or software issues.

5. Execution

- **Conduct Workshops**: Execute each workshop as per the schedule, ensuring all content is delivered effectively.
- **Engage Participants**: Encourage active participation and provide opportunities for hands-on practice.
- **Collect Feedback**: Gather feedback from participants to assess the effectiveness of each workshop.

6. Post-Workshop Activities

- **Review and Analyze Feedback**: Analyze the feedback to identify areas for improvement.

- **Follow-Up**: Send follow-up emails to participants with additional resources and information.
- **Report and Documentation**: Document the outcomes of each workshop and prepare a final report.

7. Continuous Improvement

- **Evaluate and Adjust**: Continuously evaluate the workshops and make necessary adjustments to improve future sessions.
- **Update Curriculum**: Update the curriculum based on feedback and new developments in AI tools.

4. Provide a budget narrative that explains how the budget in Section III will achieve the desired outcomes. *(3,000 character count limit)*

Budget Narrative for "Islands of Innovation: AI Training for Honolulu"

The budget for the "Islands of Innovation: AI Training for Honolulu" program, totaling $150,000, is designed to provide accessible AI training while ensuring workshops remain free of charge for participants. The budget supports the program's goals of enhancing AI literacy, upskilling the workforce, and fostering economic development through technology.

Salaries ($133,701)

The budget allocates $133,701 for salaries:

- **Program Manager ($60,000)**: This full-time position will oversee program operations, logistics, and data collection, ensuring smooth implementation and alignment with community needs.
- **AI Instructors ($24,000)**: Two part-time instructors will each receive $12,000 to lead 20 workshops, providing specialized AI training.
- **Administrative Support ($13,200)**: Part-time support staff will assist with scheduling, communication, and data collection.
- **Executive Director ($21,000)**: Part-time leadership and administration

AI Tools and Software ($5,000)

The program requires $5,000 for AI tools and software:

- **AI Tools for Participants ($5,000)**: This allocation will ensure participants have access to AI tools during and after the workshops.

These investments provide participants with the tools they need to develop hands-on AI skills.

Outreach and Marketing ($10,000)

Effective outreach is key to program success. The program will allocate $18,000 for marketing:

- **Marketing and Outreach Materials ($2,000)**: Funds will be used for flyers, ads, and printed materials to promote the program.
- **Community Engagement and Speakers ($5,000)**: This will cover honorariums for speakers and panelists involved in outreach events.
- **Conference Fees ($3,000):** Attendance of conferences for outreach

Program Materials ($1,299)

The program will allocate $1,299 for materials:

- **Workshop Materials ($1,299)**: These funds will cover the cost of handouts, workbooks, and other learning materials.

5. Provide a timeline that is complete, realistic and appropriate to achieve the desired outcomes. This timeline should also be reflected in Section IV. *(3,000 character count limit)*

October 2025 – Program Launch

- **October 1–15**: Finalize staff hiring (Program Manager, AI Instructors, Administrative Support).
- **October 15–31**: Secure contracts for AI platforms and cloud hosting. Finalize workshop topics and schedule.
- **October 15–31**: Develop marketing strategy and materials for outreach.

November 2025 – Outreach and Registration

- **November 1–15**: Begin outreach via community events and conferences. Program staff will engage as speakers and panelists.
- **November 15–30**: Open online registration for workshops, distribute promotional materials, and use social media for community engagement.

December 2025 – First Workshops

- **December 1–15**: Host the first 2 workshops, focusing on introductory AI concepts and tools.
- **December 1–31**: Continue community outreach at local events to attract additional participants.

January 2026 – Workshop Series & Feedback Collection

- **January 1–15**: Host 2 additional workshops on hands-on AI tools, including machine learning and natural language processing.
- **January 15–31**: Collect feedback from participants and instructors to adjust content for upcoming workshops.

February 2026 – Mid-Program Review

- **February 1–15**: Host 2 workshops, focusing on practical AI applications.
- **February 15–28**: Conduct a mid-program review to assess participant progress and adjust curriculum based on feedback. Expand outreach efforts to encourage more sign-ups.

March–May 2026 – Advanced Workshops & Engagement

- **March 1–31**: Host 2 workshops on specialized topics such as AI in business, data analytics, and AI ethics.
- **April 1–30**: Host 2 workshops. Attend additional local events and conferences. Showcase participant success stories to raise program visibility.
- **May 1–31**: Host 2 workshops focused on advanced AI topics and career development.

June–July 2026 – Data Collection and Workshops

- **June 1–30**: Host 2 workshops on career readiness, job search, and applying AI tools in various industries.
- **July 1–31**: Host 2 workshops. Begin data collection and conduct participant surveys for feedback on the program's effectiveness.

August 2026 – Evaluation and Reporting

- **August 1–15**: Host 2 workshops.
- **August 15–31**:Analyze data, evaluate program outcomes, and begin preparing final reports.

September 2026 – Final Workshops & Program Close-Out

- **September 1–15**: Wrap up final 2 workshops and provide certificates to participants who complete the program.
- **September 15–30**: Finalize data analysis and compile an impact report on participant skills, job placements, and community engagement. Finalize budget and financial documentation. Submit final reports to stakeholders, including financial summaries and program evaluation findings. Disseminate program outcomes and successes to local stakeholders and the broader community. Share findings through newsletters, events, and social media.

C. Provide evidence of the agency's ability to perform the proposed grant activity through past performance, current capacity and/or plan to acquire the capacity to perform.

1. Provide data that demonstrates proven success in offering the same, similar, or related activities to achieve the proposed outcomes. *(3,000 character count limit)*

Since the release of ChatGPT in late 2022, we have witnessed both the tremendous potential of this disruptive technology and the risk of deepening the digital divide, especially for

underserved communities. This realization sparked our commitment to harnessing AI to create meaningful economic opportunities for the people of Honolulu—particularly those historically left behind by technological advances. Our mission is to bridge this gap, empowering individuals to leverage AI tools for their personal and professional development.

In late 2023, we laid the groundwork for our nonprofit, formalizing our efforts in February 2024. Since then, we have successfully hosted 36 events, including a diverse range of activities such as:

- **12 in-person workshops**
- **8 one-on-one consultations**
- **4 publications** that introduced AI concepts and use cases
- **4 outreach activities**, including community presentations and panel discussions
- **3 hybrid events** combining in-person and virtual participation
- **3 broadcast events**, reaching large audiences across various platforms
- **2 virtual workshops** for remote access to training.

These activities have allowed us to connect with thousands of individuals, businesses, and organizations across Honolulu. Our outreach efforts, including broadcast events, expos, and conference presentations, have directly engaged people across Honolulu, Maui, and Kauai—regions with significant need for AI literacy and training.

Through our consultations with nonprofits, local businesses, and individuals, we have gained valuable insights into the specific needs of different sectors. This has informed our programming, enabling us to offer tailored solutions that address the digital skill gaps and economic challenges faced by these groups.

Our relationship with the **Veterans Affairs (VA)** and **AMVETS** has also been particularly promising. Through this collaboration, we have identified opportunities to support veterans by offering AI tools that can enhance their employability, provide new career pathways, and improve overall quality of life.

Currently, we operate entirely on a volunteer basis, with passionate individuals dedicated to making a tangible difference in our community. This volunteer-driven model has allowed us to scale quickly and efficiently, while also providing an authentic grassroots approach to community engagement.

The success of our outreach efforts, the depth of our consultations, and the positive feedback from attendees demonstrate that there is a strong demand for AI training and resources. These early achievements have positioned us as a trusted resource in Honolulu's ongoing digital transformation. Our experience confirms the viability of our proposed program, showing that we can effectively deliver AI training and support to individuals and communities that stand to benefit most from this technology.

2. Describe the applicant's capacity to successfully achieve the proposed outcomes.
OR
Provide a plan to acquire the capacity to successfully achieve the proposed outcomes (including how the applicant has acquired similar capacity in the past).

Responses should include organizational knowledge, staffing, fiscal resources, facilities and other resources, stakeholders and relationships, and other relevant resources. *(3,000 character count limit)*

Capacity to Achieve Proposed Outcomes

Our organization has demonstrated a strong capacity to successfully execute community-focused programs and is well-positioned to achieve the proposed outcomes of the "Islands of Innovation: AI Training for Honolulu" initiative. Through a combination of organizational knowledge, volunteer-driven leadership, and strategic partnerships, we have built a solid foundation to scale our efforts.

Organizational Knowledge and Experience

Since our founding in early 2024, we have hosted 36 successful events, including 12 in-person workshops, 8 consultations, 4 publications, and 3 broadcast events. These activities have engaged thousands of individuals and organizations across Honolulu, helping us to understand the specific needs of underserved communities, including businesses, nonprofits, and veterans. This knowledge has shaped our approach to AI training, ensuring the content we deliver is both relevant and accessible.

Staffing and Human Resources

Although we are currently a volunteer-led organization, the program budget will allow us to hire key staff, including a **Program Manager**, **AI Instructors**, and **Administrative Support**. These hires will be crucial in ensuring that workshops are delivered smoothly, participants are supported, and program logistics are managed effectively. We also have a network of skilled volunteers who bring expertise in AI, education, and community engagement, and we plan to further recruit local talent to support the program's growth.

Fiscal Resources and Financial Management

Our organization has successfully managed a variety of outreach initiatives on a limited budget, demonstrating our capacity for financial stewardship. The proposed budget of $150,000 will enable us to expand our operations while maintaining responsible financial oversight. We have established systems for tracking expenses and reporting outcomes, ensuring that funds are allocated efficiently to maximize program impact.

Facilities and Infrastructure

Facitilies are being generously sponsored by Hub Coworking Hawaii and HTDC. These partnerships minimize overhead costs and provide us with spaces conducive to learning.

Proven Success in Scaling Capacity

Despite being volunteer-led, we have successfully scaled our efforts to reach large audiences across multiple islands. Our ability to organize and execute events simultaneously demonstrates our organizational capacity to manage large-scale initiatives. Past outreach

efforts have proven effective in engaging underserved communities, and we are confident that we can replicate and expand this success in the proposed AI training program.

In conclusion, our organization has the experience, staffing, financial systems, infrastructure, and stakeholder relationships necessary to successfully implement the proposed program. By building on our existing capacity and leveraging strategic partnerships, we are poised to deliver high-impact AI training that benefits communities across Honolulu.

D. Describe the applicant's sustainability and/or additional long-term benefit to the community

1. Provide a plan for sustaining and/or expanding activities beyond the applicable grant period. *(2,000 character count limit)*

Plan for Sustaining and Expanding Activities Beyond the Grant Period

Our organization is committed to ensuring the long-term sustainability and growth of the "Islands of Innovation: AI Training for Honolulu" program. We have developed a multifaceted strategy to secure ongoing funding, expand program offerings, and strengthen community engagement.

Sustaining Activities through Funding Sources

We will secure sustainable funding through:

- **Corporate Sponsorships and Partnerships**: We will partner with local businesses, tech companies, and government agencies that are invested in AI and workforce development.
- **Grant Applications**: We will apply for additional public and private grants to continue scaling the program and enhancing its reach.
- **Fee-for-Service Model**: Once the program is established, we will introduce a fee-for-service model for advanced AI workshops and business consulting, ensuring financial sustainability while maintaining free access for underserved groups.

Expanding Community Engagement and Partnerships

We will continue to strengthen our relationships with nonprofits, educational institutions, and government agencies. We are also fostering a community of AI enthusiasts who can collaborate, share resources, and support each other's projects, creating a lasting network for AI-driven innovation.

Developing Long-Term Impact Initiatives

To ensure the program's growth, we are developing:

- **AI Incubator**: A 6-week program to support businesses implementing AI and to nurture new AI-related ventures, promoting economic growth and local innovation.
- **Online Resources**: Curated, self-paced online materials will allow learners to continue their AI education at their convenience, ensuring ongoing access to training.

By diversifying funding streams, expanding community partnerships, and building scalable programs, we are confident that the "Islands of Innovation" program will thrive and expand well beyond the grant period.

2. Describe the applicant's capacity and resources to carry out the above plan (staffing, funding, etc.) beyond the grant period. *(2,000 character count limit)*

Capacity and Resources to Carry Out the Plan Beyond the Grant Period

Our organization is built on a strong foundation of dedicated volunteers, community partnerships, and strategic resources that enable us to effectively carry out and sustain the "Islands of Innovation: AI Training for Honolulu" program beyond the grant period.

Staffing and Volunteer Commitment

We have a dedicated team of volunteers whose expertise and passion for AI help drive the program's success. With the support of this grant, we plan to expand our team by hiring key staff, including a **Program Manager** and **AI Instructors**, to further strengthen our capacity to deliver high-quality training and workshops.

Community Partnerships and Ecosystem Support

To build a robust AI ecosystem, we actively support and collaborate with other local AI groups, including the **Honolulu ChatGPT Group**, **Oahu A.I.**, and **Machine Learning Hawaii**. Through our partnership with the **Hawaii Technology Development Corporation (HTDC)** and **Hub Coworking Hawaii**, we have provided these groups with access to physical meeting spaces and collaborated on joint workshops. These partnerships enhance our reach and contribute to the growth of a vibrant AI community in Honolulu.

Funding and Financial Resources

We have secured over $100,000 in funding from **HTDC** to support our AI education initiatives. This funding has provided a strong financial foundation for our current operations and will continue to support program expansion. In addition, we plan to pursue diverse funding sources, including corporate sponsorships, grants, and fee-for-service models, to ensure long-term sustainability beyond the grant period.

Physical Space and Infrastructure

We have access to over 30,000 square feet of physical space for workshops, meetings, and events. Our collaboration with **HTDC** and **Hub Coworking Hawaii**, enables us to host large-scale workshops and events. This infrastructure will be a key resource for sustaining and expanding the program in the future.

E. No CITY funds or assistance.
The highest consideration will be given to applicants that do not receive other funding or any form of assistance from the CITY. While applicants that receive other funding or assistance from the CITY may apply for Grants in Aid funding, the extent of funding or assistance already received in relation to services provided must be considered prior to awarding Grants in Aid funds.

A percentage of the sub-total criteria points will be awarded to Grantees based on the criteria below and the information about past funding / assistance from the CITY that follows.

The applicant has received no award from the CITY within the last 3 years.	**10%**
The applicant has received 1-2 awards from the CITY within the last 3 years.	**7%**
The applicant has received 3-5 awards from the CITY within the last 3 years.	**5%**
The applicant has received between 6-9 awards from the CITY within the last 3 years.	**3%**
The applicant has received 10 or more awards from the CITY within the last 3 years.	**0%**

GRANTEE RECEIPT OF CITY GRANTS

Identify all CITY grants received by Grantee (or Fiscal Sponsor) in the last three (3) years. Information will be verified by the CITY.

1. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

2. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

3. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

4. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____

E. Age Friendly Honolulu (Complete only if applying for the bonus points)
Consideration is to be given to applicants that incorporate the vision and goals of the Age-Friendly Honolulu Program (as codified in ROH Chapter 2, Article 22), including but not limited to (1) enabling residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active; and (2) removing barriers to inclusion for and providing support services to vulnerable residents and/or have physical limitations.

If awarded bonus points for being an Age-Friendly Honolulu project, the Grantee will be subject to additional reporting requirements, including but not limited to name, age, and physical location of seniors being served by the project.

To be eligible for the bonus points as an Age-Friendly Honolulu project an organization must demonstrate the proposal aligns with Age-Friendly Honolulu's priorities by completing the following TWO steps:

1) Go the following website https://www.hiphi.org/age-friendly-honolulu/ to access an Age-Friendly Honolulu training video. The video should be watched by at least one (1) person from the non-profit organization in a leadership position (Executive Director, Administrator, or equivalent). This video will define an "age-friendly city" and explain what types of projects align with the Age-Friendly Honolulu Vision.

2) Complete the section below by selecting which Age-Friendly Honolulu category best fits the activities of your organization and providing a brief description of how your proposal is an Age-Friendly Honolulu project.

X Enabling Residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active, particularly at the oldest ages

☐ Providing Kupuna with meaningful roles in the community, including mentors, volunteers, or through intergenerational programming

☐ Removing barriers to support community inclusion and accessibility for persons of all abilities.

3) How is your proposal an Age-Friendly Honolulu Project and explain how your organization can meet the additional reporting requirements if awarded? *(2,000 character count limit)*

Age-Friendly Honolulu Alignment

Our proposal for "Islands of Innovation: AI Training for Oahu" aligns with Age-Friendly Honolulu's vision by enabling residents of all ages, particularly seniors, to actively participate in activities that promote social engagement, lifelong learning, and economic empowerment. Through free workshops, we aim to help kupuna understand and utilize artificial intelligence (AI) tools, fostering inclusion and reducing barriers to technology access.

How Our Proposal is Age-Friendly:

- **Social Engagement and Lifelong Learning:** The workshops will offer hands-on training tailored to seniors, equipping them with practical AI skills that can enhance

their daily lives, whether for personal use, employment, or entrepreneurship. Seniors can learn how to use AI for tasks like managing finances, staying connected with family, or pursuing hobbies.

- **Empowerment Through Accessibility:** We will ensure workshops are accessible to participants of all abilities by providing support like step-by-step guides, hands-on assistance during sessions, and ensuring physical venues are ADA-compliant.
- **Community Building:** By bringing together participants from diverse backgrounds, including seniors, our program will foster intergenerational collaboration and create a supportive learning environment.

Meeting Reporting Requirements:
To comply with the reporting requirements, we will:

- Collect participant information, including name, age, and location, during the registration process.
- Ensure data privacy and secure storage of personal information.
- Track senior participation rates and gather feedback to evaluate the program's impact on kupuna.

This approach directly supports Age-Friendly Honolulu's goals by promoting inclusive participation and empowering seniors to engage with emerging technologies in a meaningful way.

APPENDIX A: TIER II GRANT PROPOSAL (Grants $25,000 to $150,000)
SOLICITATION NO. RGP-DCS-GIA2026

Instructions: The proposal below must be completed in full. Responses must be provided in the fillable boxes provided. Where annotated, the fillable boxes have predetermined maximum limits on character counts. Letters, numbers, punctuation marks, and spaces are included in the character count limits.

SECTION I
SUMMARY

A. Grantee Legal Name:	Hawai'i Children's Action Network
B. Is Grantee a Fiscal Sponsor?	☐ Yes ☒ **No**
C. Grant Activity Name:	The Family Lived Expertise Initiative (Family LEI)

D. Briefly describe the Grantee's background, history (including year established), and mission. *(400 character count limit)*

Hawaii Children's Action Network (HCAN) is a nonprofit organization that forms partnerships with community members, nonprofits, and policymakers to improve the education, health, and social services for our children, especially those challenged with poverty and inequity. Our mission is to ensure that every child is safe, healthy and ready to succeed in school.

E. Briefly describe the Grant Activity and public need being filled. *(400 character count limit)*

HCAN's Family Lived Expertise Initiative (LEI) is an array of leadership and civic engagement programs for low- and middle-income parents and community members. Through training and technical support, participants with no prior leadership experience are empowered to engage in activities that seek to improve the quality of life for their families and communities.

F. Briefly summarize Grant Activity outcomes and measures of success, including number and description of those served. *(400 character count limit)*

HCAN's Family LEI will engage over 200 parents and community members in civic engagement training and technical support designed for individuals of varying levels of interest and time commitment. Participants develop leadership skills, knowledge regarding the community systems and become proactively engaged in activities that improve the quality of life for their families and communities.

G. Council District
Check all districts that will benefit from the Grant Activity. Provide the amount requested per district. Amounts must be in whole numbers only.

☒ District 1 $16,666	☒ District 2 $16,666	☒ District 3 $16,666
☒ District 4 $16,667	☒ District 5 $16,667	☒ District 6 $16,667
☒ District 7 $16,667	☒ District 8 $16,667	☒ District 9 $16,667
Total Amount Requested (must be $25,000 to $150,000)	$150,000	

H. Type of Grant Activity (pick ONE category that best reflects the Grant Activity):		
1. Public Services: Projects in this category will support qualified public services and programs for the target populations deemed by the CITY to be most vulnerable.		
☐ A. Public Service – Seniors	☐ B. Public Service - Children	☐ C. Public Service - Disabilities
☐ D. Public Service – Homeless	☐ E. Public Service – Domestic Violence	☐ F. Public Service – Substance Abuse
☐ G. Public Service – Mental Health	☐ H. Public Service – Other (describe):	
2. Arts, Culture, Community/Economic Development, and the Environment: Projects in this category will support the sustainable improvement in the well-being and quality of life of local communities, especially low- to moderate income areas.		
☐ A. Arts	☐ B. Culture	☒ C. Community Development
☐ D. Economic Development	☐ E. Environment	

GRANTEE'S CERTIFICATION AND SIGNATURE

The undersigned, subject to personal liability and penalty under applicable law, certifies that he or she: (i) is authorized to sign this Grant Proposal; (ii) personally prepared or reviewed the matters found in this Grant Proposal (including any related documents/attachments); (iii) asserts all statements made in this Grant Proposal (including all attachments) are true, accurate and complete; (iv) has the requisite skills and knowledge to assert the foregoing certification; and (v) has complied and shall continue to comply with all applicable requirements of Chapter 6, Article 29 of the Revised Ordinances of Honolulu 2021, as amended (Link), regarding private organizations receiving grants of public funds from the City and County of Honolulu.

Signature of Grantee (Fiscal Sponsor) Officer

11/21/24
Date

Printed Name and Title:

Deborah Zysman
Vice President and Executive Director

CERTIFICATE OF THE BOARD OF DIRECTORS NO OBLIGATIONS IN ARREARS

The undersigned of the Board ("Grantee") hereby certifies that the Grantee or any principal of the Grantee or sponsored organization (where the Grantee is a Fiscal Sponsor) is not in arrears on any financial or other obligation owed to the City & County of Honolulu, a municipal corporation of the State of Hawaii.

(Signature)

Nickolas A. Kacprowski

(Print name)

CERTIFICATE OF THE BOARD OF DIRECTORS AUTHORIZATION TO ASSIGN AUTHORITY

The undersigned of the Board ("Grantee") hereby certifies that Nickolas A Kacprowski (name), Secretary (title), has been authorized by the Board of Directors to sign proposals, contracts, and related documents on behalf of the Grantee. Accordingly, I hereby assign the authority by the Board to execute proposals, contracts, and contract amendments on behalf of the Grantee, and further certify that the assigned is given the power and authority to do all things necessary to implement, maintain, amend, or renew such contracts, including but not limited to the delegation of signing authority to another employee of the Grantee.

(Signature)

Nickolas A. Kacprowski

(Print name)

STATE OF HAWAII)
CITY AND COUNTY OF HONOLULU)

On this 21st day of November, 2024, before me appeared Nickolas A. Kacprowski personally known to me, who, being by me duly sworn, did say that he/she is the Secretary of Hawai'i Children's Action Network and that the corporation has no corporate seal, and that said instrument was signed in behalf of said corporation by authority of its Board of Directors, and said Nickolas A. ~~Kacprowski~~ acknowledged said instrument to be the free act and deed of said corporation.

COURTNEY VEGA NOTARY 18-134 PUBLIC STATE OF HAWAII

Notary Public, State of Hawaii

My Commission expires: 03/25/2026

Doc. Date: 11/21/2024 # Pages 3
Name: Courtney Vega Circuit
Doc. Description: Certificate of the Board of Directors re Obligation in Arrears

11/21/2024
Signature Date

NOTARY CERTIFICATION

SECTION II
GRANT ACTIVITY INFORMATION

A. Describe how the community need, stated problem/issue, and target population are effectively validated. The description must include how the public services' target population is vulnerable or how the arts, culture, community/economic development, or environmental activities will especially support low- to moderate-income areas.

1. Provide substantive data and other qualifying information to demonstrate how the problem/issue impacts the target population and is a community priority that needs to be addressed. *(5,000 character count limit)*

TARGET POPULATION. Hawai'i has the highest cost of living in the country and property values that make ownership of a single-family home out of reach for 4 out of 5 households (1). For these low- and middle-income families, also referred to as the ALICE population (Asset Limited Income Constrained Employed), the challenge of achieving their goals for economic health and prosperity feels insurmountable, no matter how hard they work. This population is significant and growing: over 42% of households in Hawai'i live with an income below the ALICE threshold, including 47% (139,492) of children in Hawai'i. Their families do not earn enough to afford necessities, including housing, child care, food, transportation, and healthcare.(2)

COMMUNITY NEED. The unrelenting struggle to make ends meet, growing divide between the wealthy and the ALICE population, loss of public trust in government, and divisive nature of public discourse has fueled greater need for civic engagement. ALICE community members are often unfamiliar with and may be intimidated by government and community structures, but their voices have the potential to be a powerful force for change. Family LEI responds to the growing desire among ordinary citizens to proactively work to make Hawai'i a place where their children, families, and communities can thrive.

In 2015, HCAN started the first Family LEI program with the Parent Leadership Training Institute (PLTI), in 2023 we added the 'OHANA LEADERSHIP COUNCIL, and over the next year, we will establish the COMMUNITY ORGANIZING AND FAMILY ISSUES (COFI) training program in Hawai'i. As an indication of growing interest in leadership and civic engagement, in the last year there were 98 applicants for 39 spots in PLTI.

In this project, HCAN will provide the three leadership and civic engagement programs that make up Family LEI. Each program is intentionally designed for parents and community members of varying levels of interest and time commitment. With few exceptions, participants are working parents, balancing the demands of raising their children with their need to work to support their household.

1. PARENT LEADERSHIP TRAINING INSTITUTE (PLTI) is an evidence-based parent leadership and civic engagement program created by the Connecticut Commission on Children 20 years ago and adapted for Hawaii. (http://parentswholead.org/) The 20-week program helps parents and community members become leaders that address issues that affect their families. By fostering leadership skills, PLTI provides community members with the tools and confidence to work with in their community to address issues that impact children and families.

2. COMMUNITY ORGANIZING AND FAMILY ISSUES (COFI) aims to strengthen the power and voice of low-income families in all areas of civic life. Though our experience recruiting parents for PLTI, we have identified a significant population of working parents that want to

participate in PLTI, but are unable to make the commitment to attend 20 PLTI sessions. The COFI program is a three-phase model that is implemented over several years. Phase 1-Self, Family and Team, has 6 training sessions, Phase 2-Community Outreach and Action, has 5 sessions, and Phase 3-Policy and Systems Change has 12 sessions. COFI has a 40-year history of successfully engaging low-income parents to be leaders for their communities. Throughout the sessions, parent advocates work together to impact community change around issues of importance to families. (https://cofionline.org/)

3. ʻOHANA LEADERSHIP COUNCIL (OLC), was created in 2023 by HCAN for parents that want to take a greater role in advancing community level changes that benefit children and families in Hawaiʻi. OLC members work together to identify and navigate their own community initiatives.

Citations:
(1) Tyndall, J., et al, "The Hawaiʻi Housing Factbook 2024'", University of Hawaiʻi Economic Research Organization, May 20, 2024.
(2) "ALICE in Focus, Children in Financial Hardship," United for ALICE, Hawaiʻi Research Brief, April 2022.

B. Describe the proposed plan

1. Provide a description of the Grant Activity. This description will be used as the scope of services in the contract. Describe why you chose this Grant Activity and how it will effectively address the community's problem / need. *(3,000 character count limit)*

The three programs within Family LEI will run concurrently throughout the year.

1. PLTI is the only family leadership and civic engagement program in Hawaiʻi, and it is appropriate for the local culture:

- It is intentionally diverse. PLTI brings together people from different cultures, races, ethnicities, and socioeconomic levels to work together for the benefit of their children.
- It is multi-generational. PLTI recognizes that multiple generations raise children and offers leadership training to anyone in the ʻohana — not just parents.
- It expands its circle of effect. PLTI graduates serve as peer-to-peer supporters for the next class of students. Alumni participate, advise, and mentor new participants and programs seeking to work with families as partners.

Since 2015, HCAN's PLTI program has successfully trained and graduated over 120 parents across 8 cohorts. Our diverse alumni include approximately 9% Black/African American, 14% Hispanic/Latino, 7% Native American, 26% Asian/Pacific Islander, and 20% Native Hawaiian. PLTI Hawaiʻi alumni and staff have made a significant impact by serving and engaging with parents, children, and families in all four Hawaiʻi counties. Through more than 120 community projects, they have fostered stronger, more connected communities and empowered families across the state. PLTI alumni also go on to take on leadership roles in the community including, UH-Family Engagement Center Advisory Committee, Coordinator for Hawaiʻi Pacific Health Institutes Youth Council, Fatherhood Commission, PTSA and Kauaʻi County Democratic Chair.

2. COFI. HCAN will establish the COFI program in Hawaiʻi. The COFI three-phase approach will fill the need for a civic engagement program that has a less intensive time requirement

than PLTI for busy working parents, as they can complete all phases as they are ready and time permits.

3. OLC. The OLC is for parents that want to take a greater role in facilitating systems level changes that benefit of all children and families in Hawai‘i. The OLC is now entering its second year and has grown from 14 to 23 family leaders from all four counties. Members are a dynamic group and have included traditional families, single mothers, a single father, a same-gender parent family, and a young leader that has delayed family decisions due to Hawai‘i’s high cost of living. OLC members are from O‘ahu, Maui, Kaua‘i, and Hawai‘i island, and identify their ethnicities/races as reflective of Hawai‘i’s diversity including part-Hawaiian, Japanese, Filipino, Caucasian, and other races. Many OLC members are PLTI graduates.

The OLC Members collectively determine which community issues they want to advance. This year they have conducted community outreach to other families to listen, talk story and discuss solutions regarding school bus access, affordable and quality childcare, and paid family leave.

2. Provide measurable outcomes, describe how outcomes are aligned with the purposes and priorities of the Grants in Aid Fund, and describe how outcomes directly benefit the target population. *(3,000 character count limit)*

Public Services should begin with a statement of the number of individuals that the Grant Activity will directly benefit during the Grant Term.

Arts, Culture, Community/Economic Development or Environment should begin with a statement as to how the Grant Activity supports the sustainable improvement in the well-being and quality of life of local communities, especially low to moderate income areas.

GIA PURPOSE. Family LEI activities are aligned with the Honolulu GIA purpose and priority of Community/Economic Development in low to moderate income communities. Through training and technical support, Family LEI participants are guided to look beyond their daily struggle making ends meet to seek ways that they can work alongside peers, community and government leaders to improve the quality of life for their families and communities. Benefits are on multiple levels:

- Participants learn about how laws and government entities work, the value of being actively engaged in your community by attending community meetings, volunteering, and proactively working with peers to address common concerns.
- Participants gain self-confidence using their skills as change-agents within communities. Their ability to voice their concerns and advocate for change has the potential to improve their quality of life across multiple sectors of life, including such circumstances as inquiring about public benefits, or advocating for their children at school or for a family member in need of healthcare.
- Children benefit when families participate more in their lives as advocates and decision-makers. They grow up seeing that feeling hopeless is not productive, that your voice matters, and that anyone can be a positive agent for change in your family and community.
- Communities benefit as participants learn to organize support from neighbors for changes in their community, or work with government leaders to advance policy and systems changes that benefit others in similar situations.

OUTCOMES. Family LEI will benefit over 200 parents and community members.

1. PLTI. To assess the impact of the PLTI trainings, HCAN utilizes an external evaluation team. The pre- and post- survey assesses participant's gains in knowledge and skills as a result of the PLTI curriculum. Topics covered in the curriculum and assessed in the survey include: civic engagement; community activism; government knowledge; policy experience; voting; and working across differences in diverse populations. HCAN also conducts a follow up survey with alumni to assess how they continue to be engaged in community issues, and how they are using skills acquired in the PLTI training.

PLTI deliverables:

- 25 participants in 1 cohort
- 12 community projects
- PLTI graduates will remain engaged in the alumni network

2. COFI. To assess the impact of COFI trainings, HCAN will require feedback forms after each session to gather participants experiences and input on ways to improve.

COFI deliverables:

- 5 Trained to be Certified COFI Trainers
- 20 pilot cohort participants
- National COFI training program is culturally adapted for ALICE families in Hawai‘i.

3. OLC. To assess the impact of their work, HCAN will collect feedback from members annually regarding skills learned, community efforts undertaken.

OLC deliverables:

- 22 members engaged
- 10 new members recruited
- 6 members will publicly share their stories to highlight parent/family lived experiences regarding an issues of importance to ALICE families.

3. Provide an action plan to achieve the stated measurable outcomes. If the Grant Activity involves a partnership, provide a description of each partner's role. Must include measurable milestones, specific events, or other performance measures appropriate to achieving the outcomes. *(3,000 character count limit)*

1. PLTI

HCAN will recruit PLTI participants through ongoing community outreach during the year to at least 1,000 families. HCAN also partners with organizations that support the ALICE population. These direct service partners are able to identify individuals with the abilities, motivation, and potential to become community leaders. These partners include PACT, Catholic Charities, PATCH, Family Hui, Epic ‘Ohana, YMCA and many others. HCAN also has multiple social media outlets used for outreach.

Among the applicants, HCAN will select 25 through a competitive process. HCAN will seek a diverse cohort of individuals that have the potential to be strong advocates for the ALICE population. The PLTI curriculum will be delivered in a hybrid format consisting of an in-person retreat, weekly virtual sessions, and an in-person graduation celebration. A graduation event will be held in-person when the program is completed. .

Participants will develop and implement their own community project using the skills they learned in the PLTI curriculum. They will learn to identify problems in their community, develop solutions, and create a plan with a timeline and goals. Participants will receive individualized technical support to implement their project.

HCAN will support the PLTI alumni network throughout the year. The majority of PLTI graduates remain highly engaged after graduation. Activities include:

- Meetings and brief trainings.
- Coaching/mentoring for community projects.
- Newsletters that include information issues that impact ALICE families and opportunities for PLTI graduates to get involved in civic issues and volunteer.

2. COFI.

Currently HCAN has five community leaders trained as Certified COFI Trainers. HCAN will send an additional five people to the national certification training. HCAN will recruit COFI participants at the same time as they conduct recruitment for PLTI. Up to 20 individuals will be selected, and HCAN will seek a diverse cohort of members with the potential to be strong advocates for the ALICE population. HCAN will conduct a pilot cohort of the COFI six session training program in Spring 2025 and then will begin providing the 3 phases on-going throughout the year. The trainings will be a combination of in-person and virtual sessions. Once completed, participants will provide feedback to be used to refine the COFI model for Hawai‘i.

3. OLC.

HCAN will facilitate monthly meetings of the OLC, and work with them to conduct outreach and recruit new members. OLC members assess the issues that impact ALICE families on an ongoing basis, and will develop and advance community initiatives based on their priority issues. OLC members will develop their own stories to highlight their experiences and how improvements can be made to systems that impact the ALICE population. They will increase awareness among ALICE families of issues that impact their quality of life through outreach at family-friendly events, community meetings and rallies. They will also use traditional and social media to reach other ALICE families.

4. Provide a budget narrative that explains how the budget in Section III will achieve the desired outcomes. (*3,000 character count limit)*

The full cost of the Family LEI program is $386,798. HCAN will secure matching funds from the Hawai‘i Department of Health (DOH), private foundations, and community donors.

The requested funding will provide for personnel costs for (2) Family Engagement Specialists who will lead implementation of program activities and (5) Facilitators who will facilitate training sessions. Other costs related to program implementation include training materials supplies, travel to the continent to attend conference/training, and conference/training fees to obtain national certification credentials to conduct training on O‘ahu.

5. Provide a timeline that is complete, realistic and appropriate to achieve the desired outcomes. This timeline should also be reflected in Section IV. *(3,000 character count limit)*

HCAN will conduct the Family LEI programs concurrently throughout October 2025 to September 2026.

1. PLTI

1.a. RECRUITMENT (Jun - Aug) HCAN will recruit participants for one PLTI cohort.

1.b. SELECTION (Aug) HCAN will select 25 individuals for PLTI through a competitive process.

1.c. COORDINATION (May) HCAN will coordinate logistics and trainers.

1.d. PLTI CURRICULUM (Sept-Mar) HCAN will provided the 20-week PLTI curriculum in a combination of in-person and by virtual online platform.

1.e. COMMUNITY PROJECTS (Jun-Aug) Participants with create a plan with a timeline and goals for their own community projects, and implement their projects with technical support from HCAN.

1.f. GRADUATION (Mar) HCAN will hold an in-person graduation event for the PLTI cohort.

1.g. PLTI ALUMNI NETWORK (Oct-Sept) HCAN will conduct ongoing activities to engage and support the PLTI alumni network in their work to improve the quality of life for ALICE families.

2. COFI.

2.a. TRAIN THE TRAINERS (Nov) HCAN will send up to five parents to attend the COFI national training to become Certified Trainers a total of three times to be trained in all Phases.

2.b. ADAPT TRAINING (Jan) The COFI training sessions be adapted to be culturally appropriate for the local population.

2.c. RECRUITMENT (Feb-Apr) Conduct outreach to recruit and select participants for a COFI pilot cohort.

2.d. SELECTION (Apr). HCAN will select 20 participant for the COFI pilot.

2.e. COORDINATION (Apr) HCAN will coordinate logistics and trainers for the COFI pilot.

2.f. PILOT COFI TRAINING (May-June) Conduct a pilot cohort of the COFI Phase 1 six session training program using a combination of in-person and by virtual online platform.

2.g. REFINE PROGRAM (Jul-Aug) Participants will provide feedback on the COFI training, and HCAN will refine the model to build the COFI program in Hawai‘i. (Aug-Sept)

3. OLC.

3.a. MONTHLY MEETINGS (Oct-Sep) HCAN will facilitate monthly meetings of the OLC. (Months 1-12)

3.b. RECRUITMENT (Mar-Apr) HCAN and OLC members conduct outreach to recruit new members.

3.c. ASSESSMENT (Oct-Sep) OLC members assess the issues that impact ALICE children and families on an ongoing basis.

3.d. SYSTEMS AGENDA (Jun-Aug) OLC members develop and advance a systems improvement agenda based on their priority issues for the year.

3.e. OUTREACH (Oct-Sep) OLC members will disseminate information about issues important to the ALICE population.

C. Provide evidence of the agency's ability to perform the proposed grant activity through past performance, current capacity and/or plan to acquire the capacity to perform.

1. Provide data that demonstrates proven success in offering the same, similar, or related activities to achieve the proposed outcomes. *(3,000 character count limit)*

PLTI graduates develop and implement projects that address challenges they see among the families in their community. The great majority of projects are developed by parents that see an issue in the education, health, or mental health of their children. Recent projects include:

- It's Cool to Be Kind: An Anti-Bullying coloring book
- Spectrum of Support (SOS) for Parents of Autistic Children: A support group for parents of children with Autism diagnosis
- Spectrum Surf School: A weekly surf school for children with Autism
- Word Around Town: A list of free, shared book stands on Maui
- Early Childhood Education Financial Support Resource Sharing
- IEP Meeting, Here I Come!: (A picture book for IEP process & translate in Tagalog)
- DOE SPED Support: Having mediators for the IEP process between the family and the school
- An Art, Play, Healing Center for Women and Families "Play Cafes": An Art, Play, Healing Center for Women and Families "Play Cafes"
- Reiki for Keiki: A group teaching Reiki to parents in relation to their interactions with their children
- Kapu I Ka Hanu Ola: Addressing indoor air quality in schools
- Keiki Food Connection: Partnering with WIC to grow food at home
- Nar-Can in Schools: Getting Nar-Can in Charter Schools on Hawaii Island
- Hey Aunty: An app where youth can reach out for help and get 1-1 support
- Autism support-toys, books, etc: Getting toys and other activities that are good for children with autism in DOE preschools
- STEM on the Spectrum: A support group teaching STEM activities for children with Autism
- Tourette's Syndrome Awareness: TS support group

The first 2 cohorts of Hawaii PLTI participants were tested both before and after the program through a national evaluation conducted by RMC Research Corporation. Participants showed great improvements in civic engagement and awareness:

- Knowledge of how state budgets are made - Before PLTI: 10% / After PLTI: 80%
- Knowledge of how laws are made - Before: 60% / After: 100%
- Attend community meetings - Before: 60% / After: 100%
- Weekly hours of volunteer work - Before: 5.86 / After: 6.6

HCAN anticipates that outcomes for all Family LEI activities will align with the outcomes for PLTI.

2. Describe the applicant's capacity to successfully achieve the proposed outcomes.
OR
Provide a plan to acquire the capacity to successfully achieve the proposed outcomes (including how the applicant has acquired similar capacity in the past).

HCAN has all of the necessary capacity in place to successfully implement this project. This includes:

- Staff with skills and experience to provide the civic engagement activities in Family LEI.
- A team of 10 Certified PLTI Trainers and 5 COFI Certified Trainers.
- A network of nonprofits and agencies that assist with recruiting Family LEI participants.
- A proven record of successfully engaging ALICE families in issues that impact their quality of life.

Through this project, HCAN will develop the capacity to provide the COFI program. Over time, we anticipate it will grow with the same success and impact as PLTI.

See the response to question D.2. for more information regarding HCAN's capacity and resources to conduct this project.

D. Describe the applicant's sustainability and/or additional long-term benefit to the community

1. Provide a plan for sustaining and / or expanding activities beyond the applicable grant period. *(2,000 character count limit)*

HCAN has worked over the past three years to slowly build the PLTI program in Hawaii. In this time we have secured both public and private funding to train more PLTI trainers and cohorts, and expand the network of PLTI graduates that are now actively involved in community issues. By expanding the PLTI network, we are also advancing a culture of civic engagement across Honolulu County. This is an outcome that has created greater interest in the PLTI program, and will improve HCAN's ability to continue securing funding and support to build the PLTI program beyond the grant period.

2. Describe the applicant's capacity and resources to carry out the above plan (staffing, funding, etc.) beyond the grant period. *(2,000 character count limit)*

ORGANIZATION: HCAN is a local non-profit with a 25-year track record of programs to benefit children/families and sound fiscal management. HCAN has extensive experience

coordinating outreach, public education and trainings to improve outcomes for children and families and to encourage civic engagement.

HCAN has worked since 2015 to build the PLTI program in Hawaii. In this time, we have secured both public and private funding to train more PLTI trainers and cohorts, and expand the network of PLTI graduates that are now actively involved in community issues.

STAFF:

HCAN Director of Community Engagement and Training, Mele Andrade, will oversee the project. She has over 19 years of experience working to effect positive change for vulnerable children and families. She is a certified PLTI facilitator/coordinator, and has a BS in Psychology from the University of Southern California and MS in Counseling Psychology from Chaminade University.

Family Engagement Specialist, Mai Kapuaoihilani Mei-Lin Hall, will lead and be responsible for the day to day operations of the PLTI program. Mai was born and raised in Kalihi, Oʻahu. As a former preschool teacher, public school teacher, Hawaiian culture Kumu, and dedicated family advocate, Mai brings a diverse perspective to engaging parent leaders. She received both her B.Ed. and M.Ed. from the University of Hawaiʻi at Mānoa with an emphasis in early childhood education and Hawaiian culture.

Family Engagement Specialist, Krystal Baba, will lead and be responsible for the day to day operations of the OLC and COFI programs. Krystal grew up in Waipahu, Hawaiʻi, and has an MPH and a BS in Criminal Justice Administration from the University of Phoenix. She has a background in domestic violence advocacy, underage substance misuse prevention, sexual violence prevention, and supporting various community coalitions. She truly does it all for her daughter and her family, fur babies included.

TRAINERS. HCAN works with 10 certified PLTI facilitators/coordinators as casual hires. Among the certified trainers are these two highly qualified individuals:

- Marty Oliphant, MSW, Facilitator, is the Director of Special Projects at Lili'uokalani Trust, and is a training consultant to the National Alliance of Children's Trust and Prevention Funds. Marty has been part of PLTI since 2014.
- Arlina J. Wong, MSW, Facilitator and Coach, was previously the Statewide General License Clinical Coordinator for the Partners in Development Foundation. She has been involved in PLTI since 2014 as a Co-Site Coordinator, Facilitator and Coach/mentor.

COMMUNITY ADVISORY BOARD. PLTI has a 7-person Community Advisory Board that guides efforts. Members include the Hawaii Department of Health, PACT (Parents and Children Together), Kamehameha Schools, and PATCH (People Attentive to Children).

FISCAL – HCAN contracts with Supporting Strategies, a firm with extensive experience in nonprofit accounting.

E. No CITY funds or assistance. The highest consideration will be given to applicants that do not receive other funding or any form of assistance from the CITY. While applicants that receive other funding or assistance from the CITY may apply for Grants in Aid funding, the extent of funding or assistance already received in relation to services provided must be considered prior to awarding Grants in Aid funds. A percentage of the sub-total criteria points will be awarded to Grantees based on the criteria below and the information about past funding / assistance from the CITY that follows.	
The applicant has received no award from the CITY within the last 3 years.	**10%**
The applicant has received 1-2 awards from the CITY within the last 3 years.	**7%**
The applicant has received 3-5 awards from the CITY within the last 3 years.	**5%**
The applicant has received between 6-9 awards from the CITY within the last 3 years.	**3%**
The applicant has received 10 or more awards from the CITY within the last 3 years.	**0%**

GRANTEE RECEIPT OF CITY GRANTS

Identify all CITY grants received by Grantee (or Fiscal Sponsor) in the last three (3) years. Information will be verified by the CITY.

1. Grant Activity Name & Contract #: Public Poll (PO #SP-DCS-2500537,v1)
   Grant Period: 8/9/2024 - 1/31/2025 Grant Amount: $24,975
   Grant Purpose: To conduct a public opinion poll regarding the state's Paid Family Leave Policy.
   Grant Activity Status: ☒ **Underway** ☐ Completed ☐ Canceled
   Administrating Division: Office of Grants Management (for Honolulu County Committee on the Status of Women)

2. Grant Activity Name & Contract #: The Hawaii Parent Leadership Training Institute (CT-DCS-2300017)
   Grant Period: 10/1/2022 - 9/30/2023 Grant Amount: $10,000
   Grant Purpose: Grant In Aid to support the Hawaii Parent Leadership Training Institute
   Grant Activity Status: ☐ Underway ☒ **Completed** ☐ Canceled
   Administrating Division: Department of Community Services

3. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

4. Grant Activity Name & Contract #: _____

E. Age Friendly Honolulu (Complete only if applying for the bonus points)
Consideration is to be given to applicants that incorporate the vision and goals of the Age-Friendly Honolulu Program (as codified in ROH Chapter 2, Article 22), including but not limited to (1) enabling residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active; and (2) removing barriers to inclusion for and providing support services to vulnerable residents and/or have physical limitations.

If awarded bonus points for being an Age-Friendly Honolulu project, the Grantee will be subject to additional reporting requirements, including but not limited to name, age, and physical location of seniors being served by the project.

To be eligible for the bonus points as an Age-Friendly Honolulu project an organization must demonstrate the proposal aligns with Age-Friendly Honolulu's priorities by completing the following TWO steps:

1) Go the following website https://www.hiphi.org/age-friendly-honolulu/ to access an Age-Friendly Honolulu training video. The video should be watched by at least one (1) person from the non-profit organization in a leadership position (Executive Director, Administrator, or equivalent). This video will define an "age-friendly city" and explain what types of projects align with the Age-Friendly Honolulu Vision.

2) Complete the section below by selecting which Age-Friendly Honolulu category best fits the activities of your organization and providing a brief description of how your proposal is an Age-Friendly Honolulu project.

☐ Enabling Residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active, particularly at the oldest ages

☐ Providing Kupuna with meaningful roles in the community, including mentors, volunteers, or through intergenerational programming

☐ Removing barriers to support community inclusion and accessibility for persons of all abilities.

3) How is your proposal an Age-Friendly Honolulu Project and explain how your organization can meet the additional reporting requirements if awarded? *(2,000 character count limit)*

APPENDIX A: TIER II GRANT PROPOSAL (Grants $25,000 to $150,000)
SOLICITATION NO. RGP-DCS-GIA2026

Instructions: The proposal below must be completed in full. Responses must be provided in the fillable boxes provided. Where annotated, the fillable boxes have predetermined maximum limits on character counts. Letters, numbers, punctuation marks, and spaces are included in the character count limits.

SECTION I
SUMMARY

A. Grantee Legal Name:	Hawaii Executive Collaborative
B. Is Grantee a Fiscal Sponsor?	☐ Yes ☒ No
C. Grant Activity Name:	Rediscovering Hawaii Soul (RHS)

D. Briefly describe the Grantee's background, history (including year established), and mission. *(400 character count limit)*

HEC, a nonprofit founded in 2019, serves as a systems convenor and backbone support organization. It unites over 100 CEOs and top decision-makers across sectors to build a resilient Hawai'i. Committed to the Hawai'i Community Foundation's CHANGE framework, HEC encourages collaborative leadership, collective action, and shared kuleana for perpetuating Hawai'i's culture and values.

E. Briefly describe the Grant Activity and public need being filled. *(400 character count limit)*

The RHS initiative addresses critical issues causing division and impacting Hawaii's communities and economy. It provides a collaborative space for leaders to: engage in open dialogue and scenario planning; build trust and shared solutions for housing, climate, and education. This equity journey promotes unity and progress, guided by Hawaiian values and inclusive leadership across Hawaii.

F. Briefly summarize Grant Activity outcomes and measures of success, including number and description of those served. *(400 character count limit)*

The RHS initiative will conduct one accelerator workshop, multiple preparation meetings, facilitator sessions, and a network gathering, totaling 43 activities statewide to facilitate collaboration and address key issues. Success is measured by engagement and trust-building among stakeholders, benefiting diverse sectors and advancing solutions for Hawaii's societal challenges.

G. Council District
Check all districts that will benefit from the Grant Activity. Provide the amount requested per district. Amounts must be in whole numbers only.

☒ District 1 $16,667	☒ District 2 $16,667	☒ District 3 $16,664
☒ District 4 $16,667	☒ District 5 $16,667	☒ District 6 $16,667
☒ District 7 $16,667	☒ District 8 $16,667	☒ District 9 $16,667

Total Amount Requested (must be $25,000 to $150,000)	$150,000

H. Type of Grant Activity (pick ONE category that best reflects the Grant Activity):		
1. Public Services: Projects in this category will support qualified public services and programs for the target populations deemed by the CITY to be most vulnerable.		
☐ A. Public Service – Seniors	☐ B. Public Service - Children	☐ C. Public Service - Disabilities
☐ D. Public Service – Homeless	☐ E. Public Service – Domestic Violence	☐ F. Public Service – Substance Abuse
☐ G. Public Service – Mental Health	☐ H. Public Service – Other (describe):	
2. Arts, Culture, Community/Economic Development, and the Environment: Projects in this category will support the sustainable improvement in the well-being and quality of life of local communities, especially low- to moderate income areas.		
☐ A. Arts	☒ B. Culture	☐ C. Community Development
☐ D. Economic Development	☐ E. Environment	

GRANTEE'S CERTIFICATION AND SIGNATURE

The undersigned, subject to personal liability and penalty under applicable law, certifies that he or she: (i) is authorized to sign this Grant Proposal; (ii) personally prepared or reviewed the matters found in this Grant Proposal (including any related documents/attachments); (iii) asserts all statements made in this Grant Proposal (including all attachments) are true, accurate and complete; (iv) has the requisite skills and knowledge to assert the foregoing certification; and (v) has complied and shall continue to comply with all applicable requirements of Chapter 6, Article 29 of the Revised Ordinances of Honolulu 2021, as amended (Link), regarding private organizations receiving grants of public funds from the City and County of Honolulu.

Signature of Grantee (Fiscal Sponsor) Officer

Printed Name and Title: Lynelle Marble, Executive Director

11/18/2024
Date

CERTIFICATE OF THE BOARD OF DIRECTORS NO OBLIGATIONS IN ARREARS

The undersigned of the Board ("Grantee") hereby certifies that the Grantee or any principal of the Grantee or sponsored organization (where the Grantee is a Fiscal Sponsor) is not in arrears on any financial or other obligation owed to the City & County of Honolulu, a municipal corporation of the State of Hawaii.

(Signature)

Duane Kurisu
(Print name)

CERTIFICATE OF THE BOARD OF DIRECTORS AUTHORIZATION TO ASSIGN AUTHORITY

The undersigned of the Board ("Grantee") hereby certifies that Lynelle Marble (name), Executive Director (title), has been authorized by the Board of Directors to sign proposals, contracts, and related documents on behalf of the Grantee. Accordingly, I hereby assign the authority by the Board to execute proposals, contracts, and contract amendments on behalf of the Grantee, and further certify that the assigned is given the power and authority to do all things necessary to implement, maintain, amend, or renew such contracts, including but not limited to the delegation of signing authority to another employee of the Grantee.

(Signature)

Duane Kurisu
(Print name)

STATE OF HAWAII)
CITY AND COUNTY OF HONOLULU)

On this 19th day of November, 2024, before me appeared Duane Kurisu, personally known to me, who, being by me duly sworn, did say that he/she is the President of Hawaii Executive Collaborative and that the corporation has no corporate seal, and that said instrument was signed in behalf of said corporation by authority of its Board of Directors, and said He acknowledged said instrument to be the free act and deed of said corporation.

DOREEN M. AKIU NOTARY 88-695 PUBLIC STATE OF HAWAII

Notary Public, State of Hawaii Doreen M. Akiu

My Commission expires: 11/29/2024

Doc. Date: 11/19/2024 # Pages 15
Name: Doreen M. Akiu 1st Circuit
Doc. Description: FY26 Grants in Aid Appendix A Tier II: Grant Proposal

Signature Date

NOTARY CERTIFICATION 11/19/2024

DOREEN M. AKIU NOTARY 88-695 PUBLIC STATE OF HAWAII

SECTION II
GRANT ACTIVITY INFORMATION

A. Describe how the community need, stated problem/issue, and target population are effectively validated. The description must include how the public services' target population is vulnerable or how the arts, culture, community/economic development, or environmental activities will especially support low- to moderate-income areas.

1. Provide substantive data and other qualifying information to demonstrate how the problem/issue impacts the target population and is a community priority that needs to be addressed. *(5,000 character count limit)*

The RHS initiative brings together leaders from various sectors to develop solutions in economic, social, and environmental fields.

RHS encourages inclusive discussions that empower stakeholders to collaborate on issues affecting all of Oahu's communities, particularly those struggling with high living costs, affordable housing, and limited access to economic opportunities, healthcare, and education. This approach is rooted in Hawaiian values, aiming for equity-driven models to provide both immediate and lasting benefits.

Economic Development for Oahu Areas: RHS targets economic equity within Oahu communities through strategic workforce and community development initiatives, such as:

- Housing Affordability: Partnering with officials, non-profits, and developers to: increase affordable housing; reduce homelessness; and enhance housing security. Affordable housing is crucial for families to prevent displacement and support stable, multigenerational living, maintaining family bonds.

- Job Creation and Workforce Development: Focusing on sectors like sustainable tourism, green energy, healthcare, and technology to connect residents with stable, well-paying jobs, promoting economic resilience, financial stability, and upward mobility.

- Educational Access and Equity: Addressing barriers to quality education in all Oahu areas by advocating for resources and programs that provide equal opportunities. This will break poverty cycles and improve educational and career outcomes, equipping young people with skills for Hawai‘i's economy.

Impact on Target Population: Hawai‘i's communities face persistent disparities affecting their economic well-being and quality of life. Approximately 35% of households fall under the ALICE threshold, unable to afford basic living costs despite employment. The housing crisis has forced many families into multigenerational homes or overcrowded conditions, impacting mental health and family dynamics. Climate change poses additional threats, as several communities are located in areas prone to environmental hazards, affecting safety and local economies. Educational disparities further contribute to cycles of poverty and limited economic mobility, with students in these areas experiencing lower academic performance and career prospects.

Community Priorities and RHS Intervention: Oahu community members express concerns about: housing costs; job stability; and climate resilience. RHS aligns its efforts with

community-identified priorities, providing a framework for collaboration among leaders, residents, and cultural practitioners. The initiative respects Hawaiian values, ensuring economic development preserves cultural heritage. RHS also focuses on cultural preservation, particularly as tourism grows, by involving cultural practitioners to ensure solutions are financially viable and culturally respectful, creating inclusive economic opportunities without compromising Hawai‘i’s heritage.

Supporting Data:

1. Housing Affordability: Hawai‘i’s housing costs are among the highest in the U.S., with a shortage of affordable housing exacerbating homelessness, especially on Oahu.

2. Economic Instability: 59% of Hawai‘i households live below the ALICE threshold or in poverty, highlighting the need for job creation and wage growth in stable industries.

3. Education and Workforce Development: Some area schools have lower graduation rates and proficiency in key subjects, limiting residents' economic mobility. RHS advocates for workforce development in growth sectors to provide students with relevant skills and job prospects.

4. Climate Resilience and Environmental Justice: Some Oahu communities are disproportionately affected by climate risks, requiring collaborative planning and mitigation strategies to protect residents and build resilience.

RHS’s Commitment: RHS is dedicated to promoting equity and inclusion by uniting Hawaii leaders from government, business, and community organizations to find solutions benefiting Hawai‘i’s diverse population.

Partnering with Reos Partners, RHS uses transformative scenario planning to explore future pathways and align community-centered goals. The success of RHS activities -- including workshops and leadership training -- is measured by cross-sector collaboration and positive impacts on communities, nurturing a thriving, inclusive, and culturally grounded Hawai‘i. Each activity ensures that solutions are actionable, aligned with Hawaiian values, and build resilience for future generations.

B. Describe the proposed plan

1. Provide a description of the Grant Activity. This description will be used as the scope of services in the contract. Describe why you chose this Grant Activity and how it will effectively address the community’s problem / need. *(3,000 character count limit)*

The RHS initiative addresses complex challenges affecting many of Oahu’s communities, particularly in: housing; job security; education; and environmental resilience. These issues disproportionately impact disadvantaged residents, who face higher risks of economic instability. This initiative unites diverse leaders across sectors to develop collaborative solutions, aligning with Hawaiian values to ensure cultural and community well-being are central to economic development efforts.

Scope of Services:

The RHS initiative's scope of services comprises a structured series of activities designed to strengthen collaboration, build trust, and drive outcomes:

1. Preparation Meetings (October – January): Sixteen meetings gather each group to clarify objectives and goals. With up to eight diverse members per group, these sessions build cross-sectoral understanding and align group purpose, guided by facilitators to enable meaningful dialogue and preparation for the Accelerator.

2. Facilitator Meetings (October - January): Monthly meetings provide facilitators with guidance on agenda shaping and problem-solving. These sessions increase to bi-weekly as the Accelerator approaches, ensuring facilitators are ready to guide their groups effectively.

3. Full Preparation Meeting (January): In January, facilitators, conveners, and resources come together for a final preparation session to align strategies and resources for a seamless Accelerator experience.

4. Annual RHS Accelerator (End of January): This two-day intensive workshop gathers around 60 participants across six groups. With focused facilitation and resources, participants can achieve significant progress, often equal to a year's work, on issues like housing, economic stability, and education.

5. 30 X 30 Meetings (February - May): Following the Accelerator, each group creates a 30-day action plan. Monthly check-ins maintain momentum, allowing for continuous progress on goals and reinforcing a hands-on, iterative approach.

6. Network Gathering Meeting (June): HEC hosts a large Network Gathering, drawing over 200 attendees to share outcomes and insights. This event strengthens connections and collective action toward Hawai'i's shared goals, celebrating progress and facilitating ongoing collaboration.

Why This Grant Activity is Effective: The RHS initiative's structured approach empowers leaders to address critical issues impacting communities by creating a framework for collective action. This process of bringing together cross-sectoral, diverse voices—combined with structured preparation, focused collaboration at the Accelerator, and sustained follow-up—ensures that real, actionable solutions are developed and implemented. By focusing on Hawai'i's unique challenges and incorporating Hawaiian values, the RHS initiative addresses not only economic but also cultural and environmental needs, supporting a more inclusive and resilient future for all of Hawai'i.

2. Provide measurable outcomes, describe how outcomes are aligned with the purposes and priorities of the Grants in Aid Fund, and describe how outcomes directly benefit the target population. *(3,000 character count limit)*

Public Services should begin with a statement of the number of individuals that the Grant Activity will directly benefit during the Grant Term.

Arts, Culture, Community/Economic Development or Environment should begin with a statement as to how the Grant Activity supports the sustainable improvement in the well-being and quality of life of local communities, especially low to moderate income areas.

This Grant Activity improves well-being and quality of life for Oahu's communities, including LMI areas, by addressing economic, social, and environmental challenges through collaborative engagement. The RHS initiative unites leaders from diverse sectors to create sustainable solutions that drive economic development and long-term resilience.

Measurable Outcomes:

1. Enhanced Collaborative Networks: Six cross-sectoral groups (up to eight members each) will participate in 16 preparation meetings and the RHS Accelerator, encouraging connections and collective action. A 75% commitment rate to continue collaboration post-Accelerator will measure success.
2. Accelerator Progress: The Accelerator will help 60 participants achieve substantial progress on community-focused projects, with a goal of implementing at least six initiatives in Oahu areas. Impact is tracked by projects launched and feedback on economic development outcomes.
3. Action Plan Implementation (30 X 30): Each group will execute a 30-day action plan with monthly check-ins over four months. Success is measured by 80% completion of action steps and demonstrable progress in areas like job creation, housing, and education.
4. Community Engagement Expansion: The June Network Gathering, with 200+ attendees, will highlight outcomes and develop new partnerships. Metrics include attendance, engagement, and three new cross-sector partnerships inspired by the event.

Alignment with Grants in Aid Fund Priorities: This Grant Activity aligns with the GIA Fund's focus on economic development by empowering leaders to collaboratively address economic challenges impacting Oahu communities. RHS supports public benefit by tackling root issues -- like housing and job access – advancing resilience in sectors essential to Hawai'i's economy.

The initiative's approach promotes sustainable growth in high-impact sectors such as green energy, tourism, and technology. Through workforce development, housing initiatives, and educational access, RHS plans to create lasting economic stability in all Oahu areas.

Direct Benefits to LMI Population: By engaging community leaders and addressing pressing issues, RHS provides direct benefits to the LMI population. Outcomes include increased access to affordable housing, job creation, and educational opportunities that enhance economic mobility. Solutions are designed with community input, nurturing resilience and unity across Hawai'i.

RHS addresses both immediate challenges and builds a foundation for sustained improvement in economic, cultural, and social equity, aligning with community priorities and the Grants in Aid Fund's mission.

3. Provide an action plan to achieve the stated measurable outcomes. If the Grant Activity involves a partnership, provide a description of each partner's role. Must include measurable milestones, specific events, or other performance measures appropriate to achieving the outcomes. *(3,000 character count limit)*

Action Plan for Achieving Measurable Outcomes

1. Enhanced Collaborative Networks:
    - Milestone: Conduct 16 Preparation Meetings (October - January).
        - Performance Measure: By January, each group completes objective-setting and aligns on goals with facilitators.
        - Specific Events: Monthly meetings ensure groups establish a clear purpose and cross-sectoral representation.
    - Milestone: Hold 8 Facilitator Meetings (October - January).
        - Performance Measure: Ensure each facilitator is fully prepared, tracking bi-weekly meeting feedback in January.
2. Accelerator Progress:
    - Milestone: Host the Annual RHS Accelerator (End of January).
        - Performance Measure: Achieve "a year's worth of work" during the two-day intensive for 60 participants across six groups.
        - Specific Event: 2-day in-person workshop enables focused collaboration and progress on community-focused projects.
        - Outcome Tracking: Document and evaluate progress on at least six initiatives impacting Oahu areas.
3. Action Plan Implementation (30 X 30):
    - Milestone: Develop initial 30-day action plans post-Accelerator (February).
        - Performance Measure: 80% completion rate of action steps in each group's plan.
        - Specific Events: Monthly check-ins from February to May.
        - Outcome Tracking: Document monthly progress toward job creation, housing, and education initiatives.
4. Community Engagement Expansion:
    - Milestone: Host Network Gathering (June).
        - Performance Measure: Attract over 200 participants, including new stakeholders, for knowledge-sharing and collaboration.
        - Specific Event: Large-scale convening to showcase outcomes and inspire new partnerships.

- Outcome Tracking: Establish three new cross-sector partnerships as a result of the gathering.

Performance Measures Summary:

1. Group Commitments: Track 75% group commitment to continue collaboration post-Accelerator, validating strengthened networks.
2. Monthly Action Plan Completion: Target 80% completion rate of 30 X 30 steps as a measure of sustained group momentum.
3. Partnership Development: Measure success by forming three new partnerships at the June Network Gathering.

This comprehensive action plan ensures that the RHS initiative's structured activities are not only completed but also directly contributes to the economic, social, and cultural development of Oahu's communities. By tracking measurable outcomes and maintaining clear performance benchmarks, this plan positions RHS to drive impactful, sustainable change that aligns with community priorities and the Grants in Aid Fund's mission.

4. Provide a budget narrative that explains how the budget in Section III will achieve the desired outcomes. (*3,000 character count limit)*

The Hawaii Executive Collaborative is requesting $150,000 to sustain our RHS initiative's organized efforts, which play a key role in enhancing the economic, social, and cultural vitality of Oahu's communities. This grant initiative boosts the overall well-being and quality of life for residents, including those in low- to moderate-income areas, by tackling economic, social, and environmental issues through cooperative engagement. The RHS initiative brings together leaders from various fields to develop enduring solutions that foster economic growth and long-term stability.

Staffing Costs: $55,250.
Engagement Lead: $55,000 plus $5,520 for additional benefits, equating to a 0.50 FTE.
The Engagement Lead is tasked with nurturing and overseeing client connections, guaranteeing the successful completion of projects, and enhancing customer satisfaction. This position is vital for the success of client interactions, project management, and team cooperation. The Engagement Lead ensures stronger relationships, better communication, and successful delivery, which are crucial for long-term success and growth.

Contractual: $80,000, Executive Lead, ($30,000) and a Coordinator ($30,000), These two contractors oversee strategic initiatives and ensure effective collaboration across teams, providing leadership and organizational support. Together, an Executive Lead and a Coordinator ensure a balance between big-picture strategy and detail-oriented execution. The Executive Lead drives vision and results, while the Coordinator ensures every moving part works efficiently to achieve that vision. This partnership enhances productivity, collaboration, and organizational success.

Program supplies play a critical role in ensuring the effectiveness and productivity of collaborative meetings.: $14,750 will be used for some of the following:
Renting Space for the meetings
Whiteboard and Markers (for brainstorming and visualization)
Notepads and Pens (for taking notes)
Flip Charts and Easel (for dynamic group work)
Post-it Notes (for ideas, voting, or categorizing thoughts)
Highlighters (to emphasize key points)

Markers and Colored Pens (for interactive activities)
Printed Agendas or Handouts (to keep everyone on track)
Timer or Stopwatch (for managing activities and discussions)
Water and Refreshments
Name Tags (if participants aren't familiar with each other)
Accessible Meeting Space Supplies (e.g., large print agendas, assistive tech if needed)
Having these supplies ensures the meeting runs smoothly, is engaging, and supports effective collaboration.
Supplies are the foundation for a successful collaborative meeting, enabling clear communication, fostering engagement, and creating an environment conducive to achieving shared goals.

5. Provide a timeline that is complete, realistic and appropriate to achieve the desired outcomes. This timeline should also be reflected in Section IV. *(3,000 character count limit)*

Timeline for Achieving Desired Outcomes: This timeline is structured to ensure each phase builds upon the previous one, encouraging collaboration, momentum, and measurable progress.

October - December (Preparation Phase)

1. Preparation Meetings:
    - Timeline: Weekly meetings for each of the six groups from October through January, totaling 16 meetings.
    - Activities: Establish objectives, clarify group goals, and build cross-sectoral understanding. Each group, guided by facilitators, develops a foundational purpose to ensure readiness for the Accelerator.
2. Facilitator Meetings:
    - Timeline: Monthly from October to December, transitioning to bi-weekly in January.
    - Activities: Equip facilitators with resources and guidance, address challenges, and share updates on group progress to ensure facilitator readiness for the Accelerator.

January (Accelerator Preparation and Execution):

1. Full Preparation Meeting:
    - Timeline: Early January.
    - Activities: Convene all facilitators, conveners, and resource staff for final alignment and strategy-setting. Prepare the Accelerator agenda, finalize logistics, and ensure all groups are prepared for the intensive workshop.
2. Annual RHS Accelerator:
    - Timeline: End of January.
    - Activities: Host a two-day, in-person workshop where approximately 60 participants across six groups focus intensively on advancing their objectives

with the help of facilitators and essential resources. Aim for substantial progress, equivalent to a year's work, on high-priority community projects.

February - May (30 X 30 Action Plan Implementation Phase):

1. 30 X 30 Action Plans:
    - Timeline: Initiated in early February, with monthly check-ins through May.
    - Activities: Each group implements a 30-day action plan to build on Accelerator progress. Monthly check-ins provide support, assess completion of key steps, and adjust strategies as needed. This phase reinforces a learn-by-doing approach, developing sustained momentum on goals like job creation, housing access, and educational opportunities.

June (Network Gathering and Community Engagement):

1. Network Gathering:
    - Timeline: Mid-June.
    - Activities: Host a large gathering at the convention center, open to over 200 stakeholders. Showcase outcomes, insights, and progress from each group's projects. The event serves as a platform to celebrate achievements, strengthen community connections, and spark new cross-sector partnerships. Aim to establish at least three new partnerships from this gathering to sustain long-term collaboration and impact.

Ongoing Monitoring and Evaluation (Post-June):

1. Project Follow-Up and Impact Tracking:
    - Timeline: July through September.

Activities: Continue to monitor project impacts and assess alignment with community needs. Collect feedback from participating groups and stakeholders to measure the effectiveness of completed projects in addressing economic development needs in Oahu areas. Document outcomes for future RHS planning and grant reporting.

C. Provide evidence of the agency's ability to perform the proposed grant activity through past performance, current capacity and/or plan to acquire the capacity to perform.

1. Provide data that demonstrates proven success in offering the same, similar, or related activities to achieve the proposed outcomes. *(3,000 character count limit)*

A recent example is the Coming Together for Lahaina Convening (February 15-17, 2024), where HEC brought together 40 key stakeholders, including: kūpuna; civic leaders; government officials; and business leaders, to address Lahaina's recovery after the devastating August 8, 2023 fires.

Proven Success of Lahaina Convening:

- This convening created a safe, inclusive space for diverse perspectives to converge and explore resilient solutions. Utilizing Reos Partners' Radical Collaboration approach, HEC facilitated cross-sectoral trust-building, essential for effective and unified

community recovery efforts. This collaborative model is key to addressing complex issues impacting Hawai‘i’s communities.

- The convening helped participants reach a shared understanding of Lahaina’s current needs, identify priorities for community-led resilience, and develop actions to transition from recovery to rebuilding. This structure reflects RHS’s effective methodology of setting clear objectives and building consensus, which is essential for advancing long-term economic development, cultural preservation, and environmental resilience.

- The Lahaina convening not only supported local recovery but also established a replicable model for addressing other deep-seated issues, such as those at Mauna Kea. By encouraging multi-sectoral trust and a shared vision, HEC demonstrated how complex, statewide issues can be tackled through inclusive, well-organized engagement.

Previous RHS Convenings: In 2022, the inaugural RHS Scenario Team convening included a cross-section of community members who developed four future scenarios for Hawai‘i. This planning exercise provided insights into the systemic changes needed for a sustainable and inclusive Hawai‘i. The success of this scenario planning set a precedent for effective, future-oriented collaborative planning in RHS activities, showing HEC’s capacity to address Hawai‘i’s unique challenges through structured dialogue.

Facilitation by Reos Partners: HEC’s partnership with Reos Partners, a global social impact organization, brings expertise in transformative facilitation. Reos’s Radical Collaboration methodology enables participants to bridge divides, prioritize shared goals, and work effectively within the RHS framework.

Key Outcomes from Prior Convenings:

- Trust and Commitment: In both the Lahaina convening and the 2022 RHS Scenario Team, HEC achieved a 75% participant commitment rate for ongoing collaboration, showing strong engagement beyond the initial convenings.

- Diverse Representation and Impact: Each RHS event includes a broad spectrum of Hawai‘i’s community, ensuring decisions resonate across diverse cultural and social groups, leading to outcomes that reflect shared priorities.

Sustainable Visioning: RHS’s approach to scenario planning and resilience building has helped participants create and commit to long-term visions, advancing community resilience, economic stability, and environmental stewardship.

2. Describe the applicant’s capacity to successfully achieve the proposed outcomes.
OR
Provide a plan to acquire the capacity to successfully achieve the proposed outcomes (including how the applicant has acquired similar capacity in the past).

Responses should include organizational knowledge, staffing, fiscal resources, facilities and other resources, stakeholders and relationships, and other relevant resources. *(3,000 character count limit)*

HEC has the expertise, resources, and partnerships necessary to achieve the proposed RHS outcomes. As a convener, HEC’s strength lies in its ability to unite diverse

stakeholders from businesses, civic organizations, and Native Hawaiian and non-Hawaiian communities to effect systemic change.

Organizational Knowledge and Staffing: HEC's leadership team provides strategic guidance, cultural insight, and facilitation expertise:

- Duane Kurisu, HEC Chairman: As the founder of RHS, Kurisu shapes the initiative's vision and strategy, leveraging high-level connections to mobilize support across sectors.

- Lynelle Marble, HEC Executive Director: Oversees the RHS initiative and facilitates key discussions, ensuring alignment with HEC's mission and driving effective collaboration.

- Kamana'opono Crabbe, Executive Lead for RHS: A cultural expert and HEC contractor, Crabbe provides essential cultural knowledge and guidance, grounding RHS activities in Hawaiian values and practices.

This team is complemented by a robust network of 15+ local volunteer facilitators trained by Reos Partners. These facilitators play a crucial role in leading convenings, applying skills to manage complex group dynamics and develop trust among participants.

Fiscal Resources and Facilities: HEC has access to diverse funding sources and manages resources effectively to support RHS activities. HEC's established fiscal management capabilities allow it to allocate funds efficiently, ensuring that staffing, facilities, and logistical needs for each convening and workshop are met. Facilities for in-person convenings, such as Turtle Bay Resort, are strategically selected to provide a conducive environment for intensive collaboration.

Stakeholders and Relationships: HEC's network includes multi-sector stakeholders, such as business leaders, community advocates, cultural practitioners, and government officials, creating a platform for diverse voices to engage meaningfully. This cross-sector representation enhances the RHS initiative's ability to address issues holistically, from economic development to environmental resilience and cultural preservation.

Key volunteers and Scenario Team members continue to support the RHS initiative by contributing insights from their fields and participating in presentations and briefings statewide. These members lend credibility and depth to RHS activities, ensuring that discussions are informed by local knowledge and practical expertise.

Proven Capacity for Success: HEC's capacity to mobilize resources, manage cross-sectoral partnerships, and apply cultural knowledge has been proven in previous initiatives, such as the successful Lahaina recovery convening. By aligning resources, expertise, and relationships, HEC is well-positioned to drive impactful, sustainable outcomes for the RHS initiative, addressing Hawai'i's critical challenges with a unified, culturally grounded approach.

D. Describe the applicant's sustainability and/or additional long-term benefit to the community

1. Provide a plan for sustaining and / or expanding activities beyond the applicable grant period. *(2,000 character count limit)*

HEC's plan for sustaining and expanding RHS activities beyond the grant period focuses on deepening partnerships, diversifying funding sources, and strengthening its volunteer facilitator network to ensure long-term impact and adaptability.

1. Building Strategic Partnerships: HEC will continue developing relationships with local businesses, community organizations, and government agencies. These partnerships provide ongoing support, expertise, and resources to advance RHS goals and maintain momentum. Regular engagement with these stakeholders allows HEC to align RHS activities with evolving community needs, ensuring relevance and impact.

2. Diversifying Funding Sources: HEC will actively pursue additional funding through local and national foundations, corporate sponsorships, and community grants. By diversifying revenue streams, HEC can reduce dependency on a single funding source and increase financial stability, enabling RHS activities to adapt and expand as needed.

3. Expanding Volunteer Facilitator Network: Through continuous training programs with Reos Partners, HEC will expand its network of local volunteer facilitators, equipping them with advanced skills in collaboration and facilitation. This growing team allows RHS to scale its convenings across more communities and increase its capacity to address various regional issues.

4. Establishing a Digital Platform for Continued Engagement: HEC plans to create an online platform to connect RHS participants, share resources, and track ongoing projects. This platform will allow stakeholders to collaborate virtually, facilitating sustained engagement and enabling continuous sharing of insights and best practices.

5. Developing an Evaluation Framework: HEC will implement a long-term evaluation framework to assess RHS outcomes and gather feedback. Regular impact assessments will help refine activities, demonstrate value to funders, and support advocacy efforts for expanded activities.

2. Describe the applicant's capacity and resources to carry out the above plan (staffing, funding, etc.) beyond the grant period. *(2,000 character count limit)*

HEC is well-equipped to sustain and expand RHS activities beyond the grant period due to its experienced leadership, established partnerships, diverse funding strategies, and skilled volunteer network.

Staffing and Expertise: HEC's leadership team brings extensive experience and strategic oversight to RHS.

Key members include:

- Duane Kurisu (Chairman), who leverages strong connections across sectors to sustain and expand partnerships.
- Lynelle Marble (Executive Director), who ensures continuity in initiatives and aligns them with community needs.
- Kamana'opono Crabbe (Cultural Expert) and Darcie Yukimura (Knowledge Weaver), who maintain the cultural integrity and impact of RHS activities, grounding future efforts in Hawaiian values.

HEC also benefits from a growing network of 15+ trained volunteer facilitators, who can lead convenings and encourage collaboration in additional communities, allowing RHS to scale.

Funding and Financial Sustainability: HEC has a strong track record of securing funding from diverse sources, including foundations, corporate sponsorships, and community grants. This approach reduces reliance on single grants and provides flexibility to pursue new funding opportunities. HEC's fiscal expertise ensures efficient resource allocation, allowing for the ongoing support of RHS activities, platform maintenance, and facilitator training.

Partnerships and Digital Resources: HEC's long-standing partnerships with organizations like Reos Partners provide technical and facilitation support, enhancing HEC's capacity for long-term sustainability. Additionally, HEC's planned digital engagement platform will allow continuous interaction, knowledge-sharing, and tracking of RHS initiatives, extending impact beyond in-person convenings.

With these combined resources, HEC has the staffing, funding, and partnerships necessary to effectively sustain and expand RHS's mission of building resilient, inclusive communities across Hawai‘i.

E. No CITY funds or assistance. The highest consideration will be given to applicants that do not receive other funding or any form of assistance from the CITY. While applicants that receive other funding or assistance from the CITY may apply for Grants in Aid funding, the extent of funding or assistance already received in relation to services provided must be considered prior to awarding Grants in Aid funds. A percentage of the sub-total criteria points will be awarded to Grantees based on the criteria below and the information about past funding / assistance from the CITY that follows.	
The applicant has received no award from the CITY within the last 3 years.	**10%**
The applicant has received 1-2 awards from the CITY within the last 3 years.	**7%**
The applicant has received 3-5 awards from the CITY within the last 3 years.	**5%**
The applicant has received between 6-9 awards from the CITY within the last 3 years.	**3%**
The applicant has received 10 or more awards from the CITY within the last 3 years.	**0%**

GRANTEE RECEIPT OF CITY GRANTS

Identify all CITY grants received by Grantee (or Fiscal Sponsor) in the last three (3) years. Information will be verified by the CITY.

1. Grant Activity Name & Contract #: N/A
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

2. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

3. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

4. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled

E. Age Friendly Honolulu (Complete only if applying for the bonus points)
Consideration is to be given to applicants that incorporate the vision and goals of the Age-Friendly Honolulu Program (as codified in ROH Chapter 2, Article 22), including but not limited to (1) enabling residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active; and (2) removing barriers to inclusion for and providing support services to vulnerable residents and/or have physical limitations.

<u>If awarded bonus points for being an Age-Friendly Honolulu project, the Grantee will be subject to additional reporting requirements, including but not limited to name, age, and physical location of seniors being served by the project.</u>

To be eligible for the bonus points as an Age-Friendly Honolulu project an organization must demonstrate the proposal aligns with Age-Friendly Honolulu's priorities by completing the following TWO steps:

1) Go the following website https://www.hiphi.org/age-friendly-honolulu/ to access an Age-Friendly Honolulu training video. The video should be watched by at least one (1) person from the non-profit organization in a leadership position (Executive Director, Administrator, or equivalent). This video will define an "age-friendly city" and explain what types of projects align with the Age-Friendly Honolulu Vision.

2) Complete the section below by selecting which Age-Friendly Honolulu category best fits the activities of your organization and providing a brief description of how your proposal is an Age-Friendly Honolulu project.

☐ Enabling Residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active, particularly at the oldest ages

☒ Providing Kupuna with meaningful roles in the community, including mentors, volunteers, or through intergenerational programming

☐ Removing barriers to support community inclusion and accessibility for persons of all abilities.

3) How is your proposal an Age-Friendly Honolulu Project and explain how your organization can meet the additional reporting requirements if awarded? *(2,000 character count limit)*

HEC's RHS initiative aligns with the goals of the Age-Friendly Honolulu Project by cultivating an inclusive, resilient community that addresses the needs of residents of all ages, particularly through: intergenerational collaboration; cultural preservation, and economic stability.

The RHS initiative prioritizes community-building across diverse demographics, including kūpuna, who play a vital role in shaping Hawai'i's cultural identity and passing down traditional knowledge. Through convenings, RHS encourages kūpuna participation, allowing their insights to guide decisions on housing, public spaces, and social services—key areas that promote an Age-Friendly community.

Kupuna will: offer guidance and resilience-building mentorship; facilitate workshops; create unity, strengthening support networks.

<u>Meeting Additional Reporting Requirements</u>: If awarded, HEC is well-prepared to meet the additional reporting requirements for the Age-Friendly Honolulu Project. HEC's leadership

team, including a dedicated executive director and knowledge weaver, will oversee data collection and track specific outcomes relevant to age-friendliness, such as:

- Intergenerational engagement metrics (e.g., number of kūpuna participants in convenings).
- Progress on initiatives impacting housing, transportation, and public spaces, which support accessibility for all ages.
- Feedback from kūpuna and other age groups to ensure initiatives align with their needs.

HEC's planned digital platform will streamline data tracking and facilitate regular reporting, enabling comprehensive, timely submissions. HEC's experience with diverse grant reporting standards, combined with its organizational capacity, ensures full compliance with Age-Friendly Honolulu's additional requirements, supporting a community that values and integrates all generations.

Proposal 50

APPENDIX A: TIER II GRANT PROPOSAL (Grants $25,000 to $200,000)
SOLICITATION NO. RGP-DCS-GIA2025

Instructions: The proposal below must be completed in full. Responses must be provided in the fillable boxes provided. Where annotated, the fillable boxes have predetermined maximum limits on character counts. Letters, numbers, punctuation marks, and spaces are included in the character count limits.

SECTION I
SUMMARY

A. Grantee Legal Name:	Hawaii Family Law Clinic dba Ala Kuola
B. Is Grantee a Fiscal Sponsor?	☐ Yes ☒ No
C. Grant Activity Name:	Temporary Restraining Order Guided Support

D. Briefly describe the Grantee's background, history (including year established), and mission. *(400 character count limit)*

Since 2007 the Hawaii Family Law Clinic dba Ala Kuola has helped victims of domestic abuse with completing/filing of Temporary Restrain Orders with the Family Court. Ala Kuola has 18 years of experience and has served approximately 10,000 victims throughout the years. In 2010, by Court Order Ala Kuola was designated a non- judicial agency to assist victims with completing protection orders.

E. Briefly describe the Grant Activity and public need being filled. *(400 character count limit)*

Hawaii's families and communities have faced high rates of domestic violence. This absorbs critical community resources from police and hospitals. Temporary Restraining Orders (TRO's) are a critical means of protection for survivors of domestic abuse. Ala Kuola will serve 300 callers with guidance and assistance in understanding the TRO and Court processes and offer community referrals.

F. Briefly summarize Grant Activity outcomes and measures of success, including number and description of those served. *(400 character count limit)*

Ala Kuola proposes a 3 system support for clients; A call line that provides after hours support and information, guided assistance in filling out TRO paperwork, and post filing information for clients that file a TRO with Ala Kuola. For the Purpose of this grant we will assist with 300 callers, tracked by a phone log, providing them with information, referrals and support.

G. Council District
Check all districts that will benefit from the Grant Activity. Provide the amount requested per district. Amounts must be in whole numbers only.

☒ District 1	☒ District 2	☒ District 3
$10,000	$10,000	$10,000

☒ District 4 $25,000	☒ District 5 $25,000	☒ District 6 $25,000
☒ District 7 $25,000	☒ District 8 $10,000	☒ District 9 $10,000
Total Amount Requested (must be $25,000 to $200,000)	$150,000	

H. Type of Grant Activity (pick ONE category that best reflects the Grant Activity):		
1. Public Services: Projects in this category will support qualified public services and programs for the target populations deemed by the CITY to be most vulnerable.		
☐ A. Public Service – Seniors	☐ B. Public Service - Children	☐ C. Public Service - Disabilities
☐ D. Public Service – Homeless	☒ E. Public Service – Domestic Violence	☐ F. Public Service – Substance Abuse
☐ G. Public Service – Mental Health	☐ H. Public Service – Other (describe):	
2. Arts, Culture, Community/Economic Development, and the Environment: Projects in this category will support the sustainable improvement in the well-being and quality of life of local communities, especially low- to moderate income areas.		
☐ A. Arts	☐ B. Culture	☐ C. Community Development
☐ D. Economic Development	☐ E. Environment	

GRANTEE'S CERTIFICATION AND SIGNATURE

The undersigned, subject to personal liability and penalty under applicable law, certifies that he or she: (i) is authorized to sign this Grant Proposal; (ii) personally prepared or reviewed the matters found in this Grant Proposal (including any related documents/attachments); (iii) asserts all statements made in this Grant Proposal (including all attachments) are true, accurate and complete; (iv) has the requisite skills and knowledge to assert the foregoing certification; and (v) has complied and shall continue to comply with all applicable requirements of Chapter 6, Article 29 of the Revised Ordinances of Honolulu 2021, as amended (Link), regarding private organizations receiving grants of public funds from the City and County of Honolulu.

Edwin K. Flores — 11/20/2024

Signature of Grantee (Fiscal Sponsor) Officer — Date

Printed Name and Title: Edwin K. Flores, Executive Director

CERTIFICATE OF THE BOARD OF DIRECTORS NO OBLIGATIONS IN ARREARS

The undersigned of the Board ("Grantee") hereby certifies that the Grantee or any principal of the Grantee or sponsored organization (where the Grantee is a Fiscal Sponsor) is not in arrears on any financial or other obligation owed to the City & County of Honolulu, a municipal corporation of the State of Hawaii.

Dawn Slaten
(Signature)

Dawn Slaten
(Print name)

CERTIFICATE OF THE BOARD OF DIRECTORS AUTHORIZATION TO ASSIGN AUTHORITY

The undersigned of the Board ("Grantee") hereby certifies that Edwin K. Flores (name), Executive Director (title), has been authorized by the Board of Directors to sign proposals, contracts, and related documents on behalf of the Grantee. Accordingly, I hereby assign the authority by the Board to execute proposals, contracts, and contract amendments on behalf of the Grantee, and further certify that the assigned is given the power and authority to do all things necessary to implement, maintain, amend, or renew such contracts, including but not limited to the delegation of signing authority to another employee of the Grantee.

Dawn Slaten
(Signature)

Dawn Slaten
(Print name)

STATE OF HAWAII)
CITY AND COUNTY OF HONOLULU)

On this 20 day of november, 2024, before me appeared Dawn Slaten, personally known to me, who, being by me duly sworn, did say that he/she is the board member of Hawaii Family Law Clinic DBA Ala Kuola and that the corporation has no corporate seal, and that said instrument was signed in behalf of said corporation by authority of its Board of Directors, and said she acknowledged said instrument to be the free act and deed of said corporation.

Notary Public, State of Hawaii

My Commission expires: 8/20/2025

Doc. Date: 11/20/24 # Pages 25
Name: Shelli Toguchi-Hadley 1 Circuit
Doc. Description: Grant Proposal

Signature 11/20/25 Date

NOTARY CERTIFICATION

SHELLI TOGUCHI-HADLEY NOTARY 17-359 PUBLIC STATE OF HAWAII

SECTION II
GRANT ACTIVITY INFORMATION

A. Describe how the community need, stated problem/issue, and target population are effectively validated. The description must include how the public services target population is vulnerable or how the arts, culture, community/economic development, or environmental activities will especially support low- to moderate income areas.

1. Provide substantive data and other quality information to show the issue is a priority need of the community. *(3,000 character count limit)*

Ala Kuola served over 10,000 individuals since opening in 20007. We have regularly exceeded more than 300 calls since 2015 through 2021. In addition when assisting clients in moving forward to filing a TRO, 81% of our clients had TRO's granted, indicating a Family or District Court Judge felt imminent harm was possible in those cases and the families warranted legal protection under a TRO. Demographic data provided by our clients has shown consistently that more than 50% of our clientele had children in the home who may have been exposed to or been at increased risk of Domestic Violence. Furthermore, 52% of our clients self-identified facing economic challenges stemming from poverty and low income, as evidenced by reporting a below $25,000 gross annual income. These numbers indicate that the populations most affected by the reported Domestic Violence are children and the impoverished, some of the most vulnerable populations in Hawai'i.

The lack of resources of families who have experienced Domestic Violence has been linked to financial dependency that make separating from the abuser difficult for the Survivor of Domestic Violence. To address the alienation and dependency the abusers force upon their victim, counseling and a strong support system will be key in preventing the recidivism of the Survivor in entering a future abusive relationship and perpetuating the cycle of Domestic Violence. Something Ala Kuola has addressed through its community referrals and resources provided to callers and clients.

A report entitled Hawaii Judiciary 20/20: Our Vision, recommended actions to include "Access to Justice Expand and establish centers where Judiciary forms, information, and assistance navigating through the court process and system are provided to self-represented parties via technology (e.g., public access computers) or by Judiciary personnel". This is clearly an area of Need in which Ala Kuola has assisted in before and can assist in again under this grant.

Lastly, The Hawaii State Judiciary Annual Report of 2023 indicates that filings in Family Court for TRO's and Protective orders were 5,950, while 2,099 were left as pending. Family Court workers are tireless supporting the community by fulfilling TRO petitions but clearly there is more work that can be done to support moving towards a time when no protective orders are left pending which could create gaps in the safety of community members and families.

2. Provide a thorough analysis of the community's priority need / problem and its impact on the community. *(3,000 character count limit)*

Ala Kuola has assisted with the filing of TRO's since 2007 and has assisted with approximately as much as 5% of the docketed cases of Family Court relating to Domestic Violence, given our 300 clientele and the current trends of 5,950 protective orders filed in Family Court. This indicates that as much as 1 in 20 people seeking a TRO have found Ala Kuola and sought professional assistance from them. This may further indicate that the absence of Ala Kuola's assistance will create an increase in the population seeking court service in filing for a TRO, which could in turn overburden the already understaffed court

employees who saw 2,099 cases pending into 2024. The influx in people trying to file for a TRO may create a barrier that may see hundreds of people in the state of Hawaii not having the individual assistance in navigating the court documents required to get the protection they need for their family and personal safety.

A lack of successful TRO's will have reciprocal costs to society. The presence of children in the house can serve to create a cycle of domestic violence which could result in an exponential increase in Domestic Violence and the historic trauma of witnessing the abuse becomes re-enacted in future generations.

Another cost to consider is that cases of Domestic Abuse are sensitive and often a time-consuming process, which can absorb many hours of work for police, court officials, judges and state social workers/mental health providers. Finally, the presence of violence within our community, creates the potential for escalating violence within the community.

Of the families, Ala Kuola served in 2015-2019, 52% were identified as being destitute, with 44.6% self-disclosing extremely low income (less than $13,000/year, making them an identified vulnerable population. In addition, 38% of the families served had children under the age of 18 in the home, who may have been directly exposed to Domestic Violence, leaving lasting psychological trauma – an Adverse Childhood Experience (ACE). These families experiencing socioeconomic hardship have access to fewer resources within the community and have some of the most demonstrated need for services to end and prevent domestic violence, critical to helping make communities safer for everyone.

3. Provide a description of the Grant Activity. This description will be used as the scope of services in the contract. *(1,000 character count limit)*

Ala Kuola will provide services to help ensure the immediate safety of individuals affected by Domestic Abuse through its Temporary Restraining Order program. Under this grant, Ala Kuola will serve 300 callers in need of guidance and compassionate assistance: including support in understanding the TRO filing process, accessing community resources and preparing for filing a TRO and the steps after to prepare for a TRO hearing. These essential steps, help to promote healing of trauma and strength the Domestic Abuse Survivors' by addressing their basic need for safety. This increases their sense of resiliency which can be a primary factor to prevent future abuse which can lead to both the client's endangerment and the future societal costs from continued incidents of Domestic Violence.

B. Describe the proposed plan

1. Describe why you chose this Grant Activity and how it will effectively address the community's problem / need. *(2,000 character count limit)*

Ala Kuola proposes the reestablishment of our Three tier system of support for people and families facing domestic violence. 1) A call line that provides after hours support and information and enables us to offer referrals to Domestic Violence Shelters and provide information for clients that have questions about the TRO process, community partners and related community resources. 2) Face to face, as well as remote options to support clients filling out TRO paperwork, which includes navigating the paperwork and completing the forms correctly to prevent delays in legal protection – a critical component for clients that have limited computer skills or work schedules that conflict with court hours. 3) Post filing

information for clients that elect to file a TRO with Ala Kuola's support, which helps clarify the degree of protection under a TRO and the next steps in the process towards obtain a more comprehensive and longer length protection under a Protective Order which can be obtained following their filing for a TRO and a future successful court hearing.

These services have been conducted by Ala Kuola since 2007 and have assisted in aiding over 10,000 clients in that time. Helping to guide and support victims of domestic violence will lighten the burden on the Hawaii Family Court system and enable better, possibly faster access to protection and resources which will in turn less the burden of expense on the community while promoting enhanced safety for the people within our community.

2. Provide measurable outcomes, describe how outcomes are aligned with the purposes and priorities of the Grants in Aid Fund, and describe how outcomes directly benefit the target population. *(3,000 character count limit)*

Public Services should begin with a statement of the number of individuals that the Grant Activity will directly benefit during the Grant Term.

Arts, Culture, Community/Economic Development or Environment should begin with a statement as to how the Grant Activity supports the sustainable improvement in the well-being and quality of life of local communities, especially low to moderate income areas.

Ala Kuola will continue to provide services to at least 300 callers/clients, assisting with the filing of TRO's when clients desire to move forward with seeking legal protection to reduce the incidents of Domestic Violence in the community. The program will focus on addressing access for the Survivor of Domestic Violence to information about TRO's, assistance and information on filing and court processes/procedures and referrals to community resources and supports.

The end goal will be to empower clients/callers with information and to increase their accesses to navigating the legal protections they are entitled to as citizens, so that the Survivor of the abuse will be protected from the abusive relationship which both perpetuate the cycle of Domestic Violence and continue to create a drain upon the legal system/community resources.

3. Provide an action plan to achieve the stated measurable outcomes. If the Grant Activity involves a partnership, provide a description of each partner's role. Must include measurable milestones, specific events, or other performance measures appropriate to achieving the outcomes. *(3,000 character count limit)*

This project will see an average of 25 clients assisted with information on TRO's, community referrals to Domestic Violence resources and related services and supports within the community and if applicable assistance and guidance in filing a TRO including but not limited to information on Court procedures, paperwork and processes related to seeking a TRO. To track service contacts a phone log and Intake log will be maintained tracking numbers of calls, kinds of services requested and if they utilize filing services with Ala Kuola to seek TRO protections.

Ala Kuola has a strong working relationship with many community partners which make account for more than 20% of callers who seek Ala Kuola services. In addition we will be maintaining a website to help promote services and can funnel community members seeking

information online to contact Ala Kuola if in need of additional information and services. We project to meet the 300 client service estimate over a 12 month grant period, helping to reduce pending cases in Family Court. In addition, Ala Kuola is seeking additional grants to expand remote services to integrate both more and new technology into the provision of services. This is believed to be an additional way to increase access to community members with technology access while also maintaining our current options for community members that prefer or need face to face and in person assistance.

4. Provide a budget narrative that explains how the budget in Section III will achieve the desired outcomes. *(3,000 character count limit)*

The grant request, if granted, will be used to provide TRO information and services to community members providing increased access by the community to legal protecting in the case of Domestic Violence. It will cover direct salaries, providing for the full-time position of Project Manager and in addition, it will provide for a part-time position of Intake Specialist. Other significant expenses will be a monthly contribution over the project year towards office rent, mileage and parking expenses, a contribution towards insurance costs, sundry office equipment and miscellaneous consumable office supplies. Ala Kuola is also budgeting for administration fees for project implementation and provision.

5. Provide a timeline that is complete, realistic and appropriate to achieve the desired outcomes. This timeline should also be reflected in Section IV. *(3,000 character count limit)*

This grant will enable Ala Kuola to meet the following milestones: in the first Quarter of the project October 1, 2025 – December 31, 2025 – Ala Kuola will assist 75 callers and/or clients with TRO information and services/community referrals. In the second Quarter, January 1, 2026 – March 30, 2026, Ala Kuola assist 75 callers and/or clients with TRO information and services/community referrals. In the Third Quarter, April 1, 2026 – June 30, 2026, Ala Kuola assist 75 callers and/or clients with TRO information and services/community referrals. In the Fourth Quarter, July 1, 2026 – September 30, 2026 Ala Kuola assist 75 callers and/or clients with TRO information and services/community referrals.

C. Provide evidence of the agency's ability to perform the proposed grant activity through past performance, current capacity and/or plan to acquire the capacity to perform.

1. Provide data that demonstrates proven success in offering the same, similar, or related activities to achieve the proposed outcomes. *(3,000 character count limit)*

In 2007 Ala Kuola assisted with 421 cases of clients filing for a TRO and increasing every year, to 707 cases in 2008, 676 cases in 2009 and reaching a peak of 782 in 2010. These numbers have leveled off over the last three years with between 300-350 cases served. In part the decrease in numbers has been due to the ending of the 2009-2010 State Judiciary imposed furloughs, which resulting in Court being closed two Fridays a month and subsequently increasing dependence on Ala Kuola Services for that duration and in part with lack of funding requiring the reduction of staff from 4 fulltime employees and one part-time employee to two full-time employees in 2015. It should be noted that despite the reduction in staff, during 2015, 300 cases were still served. This grant will allow Ala Kuola to bring on an additional staff in the restorative Coach Position, freeing up staff time and resources to meet the projected estimates of clients served for 2019.
Lastly, Ala Kuola has a sterling reputation, shown by the milestone achieved on April 16, 2010, where in the then Supreme Court Justice, officially designated the Hawaii Family Law

Clinic dba Ala Kuola as a non-judicial agency to assist persons affected by domestic violence in completing petitions for protective orders.

In the first three years Ala Kuola assisted with TRO services, (2007-2009) there was an explosive growth in services increasing 53%. Ala Kuola's initial services, including calls and in person contacts increased yearly from 421 cases of clients filing for a TRO to 707 cases in 2008, 676 cases in 2009 and reaching a peak of 782 in 2010. These numbers have leveled off to about 300 - 350 contacts/clients provided TRO information/services and/or referrals. In part the decrease in numbers can be attributed due to the ending of the 2009-2010 State Judiciary imposed furloughs, which saw the closing of Family Court for two Fridays a month, - during which our partnership with Family Court allowed us to provide filing services despite the closure. As Ala Kuola is no longer needed to provide services when Court is closed and in part due to a lessening of funding availability, Ala Kuola has had to reduce staff from 4 full-time employees and one part-time employee to two full-time employees from 2015 - 2018, with 1 part-time position being funded from 2018-2019. It should be noted that despite the reduction in staff, during 2015, 300 cases were still served. This grant will allow Ala Kuola to fill 1 full time and 1 part time position which has been sufficient to service 300 callers/clients in previous years, and thus likely to be achievable for the upcoming year 2025-2026.
Lastly, Ala Kuola has a sterling reputation, shown by the milestone achieved on April 16, 2010, where in the then Supreme Court Justice, officially designated the Hawaii Family Law Clinic dba Ala Kuola as the only non-judicial agency to assist persons affected by domestic violence in completing petitions for protective orders. This accolade is something that judiciary reports have identified as an area of need to increase accessibility to legal protections and services per the Hawaii Judiciary 20/20 Our Vision report.

2. Describe the applicant's capacity to successfully achieve the proposed outcomes.
OR
Provide a plan to acquire the capacity to successfully achieve the proposed outcomes (including how the applicant has acquired similar capacity in the past).

Responses should include organizational knowledge, staffing, fiscal resources, facilities and other resources, stakeholders and relationships, and other relevant resources. *(3,000 character count limit)*

Ala Kuola has worked with Survivors of Domestic Violence for over 17 years and has in that time accumulated the essential skills in rapport building and interpersonal communication necessary to connect with, and support clients in completing a petition for a protective order. This highly sensitive process is completed with precision, professionalism and empathy as shown by our more than 81% success rate in granted TRO's during our 17 years of service to the communities of Hawaii. In addition, Ala Kuola employees are highly skilled staff, fully able to leverage out tried and true 3 step process to providing information, TRO filing guidance and assistance and community referrals. This plus our after-hours call line and outreach services, maximize accessibility for community members. Ala Kuola has fostered a strong relationship with Family Court and its court clerks, the Honolulu Police Department and the Child Welfare Services, all of which continue to refer clients to Ala Kuola for service through 2021. The agency is well placed to deliver upon its outputs and objectives, needing only some rejuvenating capital to rebuild upon its foundation of service to the people of Hawaii.

D. Describe the applicant's sustainability and/or additional long-term benefit to the community

1. Provide a plan for sustaining and / or expanding activities beyond the applicable grant period. *(2,000 character count limit)*

Ala Kuola has been evaluating service and funding streams since 2021 and while we continue to seek available funding opportunities to grow and expand services, we have also made strides to become efficient and utilize new technology and opportunities to minimize costs and spending where possible. Ala Kuola's services have often been most used by community members in socioeconomic hardship, high risk community members and those with limited financial resources. This grant will address key areas of concern and opens new funding possibilities to expand upon and grow Ala Kuola in building safer communities in Hawai'i.

2. Describe the applicant's capacity and resources to carry out the above plan (staffing, funding, etc.) beyond the grant period. *(2,000 character count limit)*

Ala Kuola currently employs an Executive Director who has led Ala Kuola to success since its beginning in 2007, 17 years ago. In addition, Ala Kuola will be seeking to hire a part- time Intake Specialist and Project Manager who have grant writing experience which will enable them to put forward future grant opportunities while efficiently leveraging time and fiscal resources available at the moment. This will build upon the momentum generated by this grant opportunity to develop and leverage technological resources that can further close gaps in making TRO information, services and community referrals available to as many community members as possible. Ala Kuola is committed to continuing to serve the Survivors of Domestic Violence and citizens of Hawai'i at large, but require the funding proposed in this project to expand services to better address the systemic issues that perpetuate the cycle of Domestic Violence.

This funding opportunity will reveal demographic information and data points that will greatly increase the potential of future funding. As the Aloha State, Hawai'i has the capacity to show the Nation that the 'Ohana spirit is capable of healing the trauma of Domestic Violence and securing our place as forward thinkers in the battle to create a future without Domestic Violence.

E. No CITY funds or assistance. The highest consideration will be given to applicants that do not receive other funding or any form of assistance from the CITY. While applicants that receive other funding or assistance from the CITY may apply for Grants in Aid funding, the extent of funding or assistance already received in relation to services provided must be considered prior to awarding Grants in Aid funds. A percentage of the sub-total criteria points will be awarded to Grantees based on the criteria below and the information about past funding / assistance from the CITY that follows.	
The applicant has received no award from the CITY within the last 3 years.	**10%**
The applicant has received 1-2 awards from the CITY within the last 3 years.	**7%**
The applicant has received 3-5 awards from the CITY within the last 3 years.	**5%**
The applicant has received between 6-9 awards from the CITY within the last 3 years.	**3%**
The applicant has received 10 or more awards from the CITY within the last 3 years.	**0%**

GRANTEE RECEIPT OF CITY GRANTS

Identify all CITY grants received by Grantee (or Fiscal Sponsor) in the last three (3) years. Information will be verified by the CITY.

1. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

2. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

3. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

4. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled

E. Age Friendly Honolulu (Complete only if applying for the bonus points)
Consideration is to be given to applicants that incorporate the vision and goals of the Age-Friendly Honolulu Program (as codified in ROH Chapter 2, Article 22), including but not limited to (1) enabling residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active; and (2) removing barriers to inclusion for and providing support services to vulnerable residents and/or have physical limitations.

If awarded bonus points for being an Age-Friendly Honolulu project, the Grantee will be subject to additional reporting requirements, including but not limited to name, age, and physical location of seniors being served by the project.

To be eligible for the bonus points as an Age-Friendly Honolulu project an organization must demonstrate the proposal aligns with Age-Friendly Honolulu's priorities by completing the following TWO steps:

1) Go the following website https://www.hiphi.org/age-friendly-honolulu/ to access an Age-Friendly Honolulu training video. The video should be watched by at least one (1) person from the non-profit organization in a leadership position (Executive Director, Administrator, or equivalent). This video will define an "age-friendly city" and explain what types of projects align with the Age-Friendly Honolulu Vision.

2) Complete the section below by selecting which Age-Friendly Honolulu category best fits the activities of your organization and providing a brief description of how your proposal is an Age-Friendly Honolulu project.

☐ Enabling Residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active, particularly at the oldest ages

☐ Providing Kupuna with meaningful roles in the community, including mentors, volunteers, or through intergenerational programming

☐ Removing barriers to support community inclusion and accessibility for persons of all abilities.

3) How is your proposal an Age-Friendly Honolulu Project and explain how your organization can meet the additional reporting requirements if awarded? *(2,000 character count limit)*

APPENDIX A: TIER II GRANT PROPOSAL (Grants $25,000 to $150,000)
SOLICITATION NO. RGP-DCS-GIA2026

Instructions: The proposal below must be completed in full. Responses must be provided in the fillable boxes provided. Where annotated, the fillable boxes have predetermined maximum limits on character counts. Letters, numbers, punctuation marks, and spaces are included in the character count limits.

SECTION I
SUMMARY

A. Grantee Legal Name:	Hawai‘i LGBT Legacy Foundation
B. Is Grantee a Fiscal Sponsor?	☐ Yes ☒ No
C. Grant Activity Name:	Pride 365 at the LGBTQ+ Center Honolulu and Beyond

D. Briefly describe the Grantee's background, history (including year established), and mission. *(400 character count limit)*

HLLF was founded in 2009 to educate, unify, & empower LGBTQIA+ / MVPFAFF people as integral members of Hawai‘i's larger diverse community. We opened the LGBTQ+ Center in 2012, and began producing Honolulu Pride in 2015, and the Rainbow Film Festival in 2024. Pride365, HLLF's free, year-round community programs, continue to expand to meet the needs of Hawai‘i's queer community.

E. Briefly describe the Grant Activity and public need being filled. *(400 character count limit)*

LGBTQIA+ / MVPFAFF people are experiencing new challenges in mental health, social isolation, and professional development. Our Pride365 programs bring together and strengthen our community, share intersectional knowledge, and develop the next generation of leaders. We need to expand them and make the LGBTQ+ Center more active and accessible to meet our community‘s growing needs.

F. Briefly summarize Grant Activity outcomes and measures of success, including number and description of those served. *(400 character count limit)*

Funding from this grant will help us expand existing Pride365 community programs like Rainbow Support Circle and Women‘s Networking events, and launch new programs like Intergenerational Dialogues & Mentoring, and a Queer Arts Exhibition Program. It will also help us make The Center more accessible, active and vibrant with more opening and weekend hours and free parking.

G. Council District
Check all districts that will benefit from the Grant Activity. Provide the amount requested per district. Amounts must be in whole numbers only.

☒ District 1 $16,667	☒ District 2 $16,667	☒ District 3 $16,667
☒ District 4 $16,667	☒ District 5 $16,667	☒ District 6 $16,667
☒ District 7 $16,667	☒ District 8 $16,667	☒ District 9 $16,664

Total Amount Requested (must be $25,000 to $150,000)	$150,000

H. Type of Grant Activity (pick ONE category that best reflects the Grant Activity):		
1. Public Services: Projects in this category will support qualified public services and programs for the target populations deemed by the CITY to be most vulnerable.		
☐ A. Public Service – Seniors	☐ B. Public Service - Children	☐ C. Public Service - Disabilities
☐ D. Public Service – Homeless	☐ E. Public Service – Domestic Violence	☐ F. Public Service – Substance Abuse
☐ G. Public Service – Mental Health	☐ H. Public Service – Other (describe):	
2. Arts, Culture, Community/Economic Development, and the Environment: Projects in this category will support the sustainable improvement in the well-being and quality of life of local communities, especially low- to moderate income areas.		
☐ A. Arts	☐ B. Culture	☒ C. Community Development
☐ D. Economic Development	☐ E. Environment	

GRANTEE'S CERTIFICATION AND SIGNATURE

The undersigned, subject to personal liability and penalty under applicable law, certifies that he or she: (i) is authorized to sign this Grant Proposal; (ii) personally prepared or reviewed the matters found in this Grant Proposal (including any related documents/attachments); (iii) asserts all statements made in this Grant Proposal (including all attachments) are true, accurate and complete; (iv) has the requisite skills and knowledge to assert the foregoing certification; and (v) has complied and shall continue to comply with all applicable requirements of Chapter 6, Article 29 of the Revised Ordinances of Honolulu 2021, as amended (Link), regarding private organizations receiving grants of public funds from the City and County of Honolulu.

Signature of Grantee (Fiscal Sponsor) Officer

Printed Name and Title:

Date

(Signature)

Randy Soriano

(Printname)

CERTIFICATE OF THE BOARD OF DIRECTORS AUTHORIZATION TO ASSIGN AUTHORITY

The undersigned of the Board ("Grantee") hereby certifies that _____(name), _____(title), has been authorized by the Board of Directors to sign proposals, contracts, and related documents on behalf of the Grantee. Accordingly, I hereby assign the authority by the Board to execute proposals, contracts, and contract amendments on behalf of the Grantee, and further certify that the assigned is given the power and authority to do all things necessary to implement, maintain, amend, or renew such contracts, including but not limited to the delegation of signing authority to another employee of the Grantee.

(Signature)

Randy Soriano

(Print name)

STATE OF HAWAII)
CITY AND COUNTY OF HONOLULU)

On this 22 day of November, 2024, before me appeared Randy Soriano, personally known to me, who, being by me duly sworn, did say that he/she is the Executive Director of Hawaii LGBT Legacy Foundation and that the corporation has no corporate seal, and that said instrument was signed in behalf of said corporation by authority of its Board of Directors, and said Florene Calica acknowledged said instrument to be the free act and deed of said corporation.

FLORENCE Y. CALICA NOTARY PUBLIC No. 13-141 STATE OF HAWAII

Florene Y Calica

Notary Public, State of Hawaii

My Commission expires: 5-5-2025

Doc. Date: _____ # Pages 17
Name: Florene Y Calica 1st Circuit
Doc. Description: Grant proposal
Signature _____ 11/22/2024 Date

NOTARY CERTIFICATION

SECTION II
GRANT ACTIVITY INFORMATION

A. Describe how the community need, stated problem/issue, and target population are effectively validated. The description must include how the public services' target population is vulnerable or how the arts, culture, community/economic development, or environmental activities will especially support low- to moderate-income areas.

1. Provide substantive data and other qualifying information to demonstrate how the problem/issue impacts the target population and is a community priority that needs to be addressed. *(5,000 character count limit)*

Due to the COVID pandemic, the changing political climate, the effects of social media, and evolving demographics, LGBTQIA+ / MVPFAFF people across all age groups are experiencing significant new challenges in mental health, social isolation, discrimination and professional development.

Though buffered somewhat by Hawa'i's culture of tolerance and acceptance, there is a real and growing fear that many of the gains made by previous generations are now, once again, in question, and the future will not be as equitable.

Younger queer people, having never lived through the overt discrimination and disenfranchisement experienced by queer kūpuna, are especially concerned about their safety, health and stability. And parents and elders fear that our fight for full equality, so close to being won, will now slip away in a new era political and cultural conservatism.

Our 2022 Queer Kūpuna Survey found that social isolation was their most pressing concern, followed by housing insecurity and health care discrimination. In our Rainbow Support Circle groups, people are struggling with depression, isolation, anxiety, self-esteem and other issues preventing them from fully contributing to the larger community as their authentic selves. In our Queer Women's Networking and Rainbow Town Halls, participants expressed fear of discrimination, lack of role models and meaningful agency to make positive change.

B. Describe the proposed plan

1. Provide a description of the Grant Activity. This description will be used as the scope of services in the contract. Describe why you chose this Grant Activity and how it will effectively address the community's problem / need. *(3,000 character count limit)*

The LGBTQ+ Center is the gathering place for Hawai'i's LGBTQIA+ / MVPFAFF community. It is available free of charge for educational and social events that help inform and strengthen our community. In order to make The Center more accessible and vibrant, we plan to pay all visitor parking fees, provide snacks and meals for Pride365 programs groups that meet there, expand our opening hours, and launch a Queer Arts Exhibition program.

Pride365 is a free, year-round community program initiative that brings together and strengthens our community, shares intergenerational and intersectional knowledge and experiences, and helps develop the next generation of LGBTQIA+ / MVPFAFF leaders. It provides education and knowledge transfer, creates social cohesion, safe spaces to learn and share, and sense of empowerment and self and group advocacy.

In its initial phase (2021-2024), it has included a range of services including education, networking, mentoring, socialization and mental health support, among others. Existing Pride365 Community Programs include Rainbow Town Halls, Kūpuna Gatherings, the Honolulu Rainbow Film Festival, Queer Women's Networking, and Rainbow Support Circle. Programs in development or coming online in the next 2-3 years include a Queer Arts Exhibition Program, Young Leaders Development Incubator, Intergenerational Dialogues & Mentoring, Queer Parents Group, the Rainbow Chamber of Commerce and Business Directory and a Youth Advisory Council.

The Hawai'i LGBT Legacy Foundation's community programs are offered free of charge to ensure they are available to all, especially those with limited resources including kūpuna, young adults, parents and those living outside the urban center of Honolulu.

Feedback from our surveys, community forums, networking events and informal conversations has demonstrated the crucial importance of our Pride365 Community Programs. Participants have told us these programs help them feel less isolated, more informed, connected and empowered. Especially appreciated is that there is no cost, they incorporated Hawaiian culture and values, and that they provide safe spaces where people can express their authentic selves with fear or judgement.

Demand for our Pride365 programs has grown significantly over the last year, with waiting lists for our Rainbow Support Circle, Queer Women's Networking and Rainbow Town Hall gatherings.

2. Provide measurable outcomes, describe how outcomes are aligned with the purposes and priorities of the Grants in Aid Fund, and describe how outcomes directly benefit the target population. *(3,000 character count limit)*

Public Services should begin with a statement of the number of individuals that the Grant Activity will directly benefit during the Grant Term.

Arts, Culture, Community/Economic Development or Environment should begin with a statement as to how the Grant Activity supports the sustainable improvement in the well-being and quality of life of local communities, especially low to moderate income areas.

Demand for our Pride365 programs has grown significantly over the last year, with waiting lists for our Rainbow Support Circle, Queer Women's Networking and Rainbow Town Hall gatherings.

Use of The Center has also grown, but community members have told us that they would like it to be open more often (presently it is by appointment and/or scheduled events and meetings) and that the cost of parking in Waikīkī can be a hardship.

Community members have also expressed interest in new and additional activities at The Center to make it more stimulating and active on a day-to-day basis; a place to drop in for conversation and/or meet up with friends and colleagues.

In response, we plan to:

- **Increase The Center's hours to 30 hours per week including weekend hours**

- **Have our Programs Coordinator available during all open hours**
- **Increase Rainbow Support Circle sessions from 12 to 24, and create two groups—one for young adults and a second for parents and kūpuna**
- **Increase visitors to The Center to 600 annually**
- **Introduce a rotating Queer Arts Exhibition program of 4 exhibitions with opening receptions and and talk story to support the local cultural community, provide stimulating experiences, and attract additional visitors (~500 total visitors)**
- **Increase Rainbow Town Halls from 4-6 and host 2 at The Center**
- **Increase Women's Networking gathering from 4-6 and host 2 at The Center**
- **Expand outreach to communities outside of urban Honolulu by continue to partner with other organizations and hosting events in those communities**
- **Launch a Youth Advisory Council to advise on programs for Queer Youth**
- **Introduce an Intergenerational Dialogues & Mentoring project to capture and share kūpuna stories from across the island and transfer knowledge to the next generation of leaders (10 short videos)**
- **Continue to promote The Center's activities through our social media channels (20k followers), email newsletter (6k subscribers), website (~20k views per month) and local calendar listings**
- **Expand outreach via community partners communications channels (e.g. Hawai'i Theatre Center email newsletter) to 3-5 partners**

3. Provide an action plan to achieve the stated measurable outcomes. If the Grant Activity involves a partnership, provide a description of each partner's role. Must include measurable milestones, specific events, or other performance measures appropriate to achieving the outcomes. *(3,000 character count limit)*

We will utilize the WorkHawai'i participants and our Program Coordinator, focusing their efforts on logistics and administrative support, to increase The LGBTQ+ Center's open 30 hours per week including weekends, and to administer the Queer Arts Exhibition, Intergenerational Dialogues & Mentoring and Youth Advisory Council programs.

To increase the frequency of our Rainbow Town Halls, and host 2 of the 6 at The Center, we'll also draw upon our staff, and we'll also continue to work with our sponsors and community partners, as we have in the past. We will also partner with other organizations outside of Honolulu. HLLF has already worked with several of these groups, sharing venues, logistics support and promotions, and we'll continue to grow those collaborations. These might include the North Shore Ko'olau Diversity Collective, Lei Pua 'Ala, Honolulu Community Action Project and the Gay Agenda Collective, among others.

Our partners in the cultural community, like HoMA and Capitol Modern, and Board members who work professionally in the arts, will advise and help execute our Queer Arts Exhibition program to ensure it is of the highest quality. Our videography contractors, and media partners like Becker Communications, KNON2 and NMG Networks will ensure our Kūpuna Stories are professionally and beautifully done, and widely distributed.

Our Board members who work in youth and young adult outreach (HHHRC, Chamber of Commerce Hawai'i, UH Mānoa, etc.) will help us assemble and facilitate our Youth Advisory Council. To expand the Queer Women's Networking program, Board member and committee chair Jennifer Li will continue her successful outreach to women in the business, education and cultural communities.

4. Provide a budget narrative that explains how the budget in Section III will achieve the desired outcomes. (*3,000 character count limit)*

The following are the costs included in our request for funding for expanding current Pride365 community programs, offering new programs to meet the needs of the LGBTQIA+ / MVPFAFF community, and increasing the accessibility and activities at The LGBTQ+ Center.

RENT
HLLF receives rent assistance from the Mau Foundation for the Center at 2270 Kalākaua Avenue in Honolulu, and we also plan on a small income from users of the Mobi Co-Working Space in the Center during 2025-2026. The remaining rental cost for 1 year is $62,000.

PARKING
The cost of parking at the Waikīkī Business / Shopping Plaza can be a deterrent for many of our potential users of The Center. In order to make The Center more accessible and vibrant, we plan to pay all visitor parking fees. Parking is $18 for 3 hours, the average length of our programs and events. We anticipate up to ~ 600 visitors over the course of the grant period for a total of $10,000.

SNACKS and MEALS
In true Hawai'i fashion, we provide snacks for our Pride365 gatherings and events, and also plan to have several dinner gatherings to bring various groups together to exchange information, and to celebrate milestones and accomplishments. We anticipate providing ~500 snacks at $15 each, and 100 meals at $35 each for a total snacks and meals cost of $11,00.

THERAPISTS FEES
The licensed therapist who leads our Rainbow Support Circle has been offering his services free of charge during 2024, but as the need grows for additional groups, and to fairly compensate him for his services, we have budgeted $150/hour for 24 2-hour sessions equally 50 hours total for a cost of $7,500.

VIDEOGRAPHER / EDITOR
We plan to create short videos of up to ten of the Intergenerational Dialogues & Mentoring participant sessions to preserve important kūpuna stories from LGBTQIA+ / MVPFAFF pioneers who are sharing their lived experiences for the benefit of future generations. We will share these in multiple channels including our social media,

websites and on various platforms of our media partners. We've budgeted $10,000 for a local videographer / editor.

QUEER ARTS EXHIBITION PROGRAM
To support queer cultural practitioners, we will launch a rotating exhibition program at The Center, a beautiful space for all genres of visual art including painting, photography, design, video and multimedia. We plan to have quarterly solo exhibitions focusing on the very best local artists and curated by influentials with large followings to create buzz around this project. We'll have artist talks and opening receptions for each exhibition, and while installation costs will be negligible, we will pay modest artist and curator fees. We've budgeted $4,000 for artists stipends and $4,000 for curatorial / writing fees for a total of $8,000 for this program.

LARGE SCREENS for QUEER ARTS EXHIBITIONS+
We've budgeted $5,500 for large screens for videos and multi-media works in the exhibition program, and for use in ongoing educational presentations.

PROGRAMS COORDINATOR
We've budgeted $36,000 to support the staff member who will coordinate Pride365 programs at The Center and beyond during the grant period. Donations through Rainbow Giving will help pay for the remaining costs of the Pride365 Community Programs & LGBTQ+ Center Coordinator position.

5. Provide a timeline that is complete, realistic and appropriate to achieve the desired outcomes. This timeline should also be reflected in Section IV. *(3,000 character count limit)*

October 2025
- **Purchase large screens, secure guest curator and artists**
- **Announce free parking**
- **Rainbow Support Circles (Kūpuna and Young Adults)**
- **Outreach for Intergenerational Dialogue & Mentoring program**
- **Contract with videographer / editor**
- **Queer Women Networking gathering (in community)**

November 2025
- **Queer Arts Exhibition**
- **Rainbow Support Circles (Kūpuna and Young Adults)**
- **Youth Advisory Council meeting**
- **Rainbow Town Hall (in community)**

December 2025
- **Rainbow Support Circles (Kūpuna and Young Adults)**
- **Intergenerational Dialogue & Mentoring program meetings**

January 2026
- **Rainbow Support Circles (Kūpuna and Young Adults)**
- **Queer Women Networking gathering at The Center**
- **Youth Advisory Council meeting**

February 2026
- **Queer Arts Exhibition**

- **Rainbow Support Circles (Kūpuna and Young Adults)**
- **Rainbow Town Hall at The Center**

March 2026
- **Rainbow Support Circles (Kūpuna and Young Adults)**
- **Intergenerational Dialogue & Mentoring program meetings**
- **Rainbow Town Hall (in community)**
- **Queer Women Networking gathering (in community)**

April 2026
- **Rainbow Support Circles (Kūpuna and Young Adults)**
- **Queer Women Networking gathering at The Center**

May 2026
- **Queer Arts Exhibition**
- **Rainbow Support Circles (Kūpuna and Young Adults)**
- **Intergenerational Dialogue & Mentoring program meetings**
-

June 2026
- **Host Rainbow Support Circles (Kūpuna and Young Adults)**
- **Youth Advisory Council meeting**
- **Rainbow Town Hall (in community)**
- **Begin sharing Intergenerational Dialogues videos**

July 2026
- **Rainbow Support Circles (Kūpuna and Young Adults)**
- **Rainbow Town Hall at The Center**
- **Queer Women Networking gathering (in community)**

August 2026
- **Intergenerational Dialogue & Mentoring program meetings**
- **Rainbow Support Circles (Kūpuna and Young Adults)**
- **Youth Advisory Council meeting**
- **Queer Arts Exhibition**
- **Queer Women Networking gathering (in community)**

September 2026
- **Rainbow Support Circles (Kūpuna and Young Adults)**
- **Intergenerational Dialogue & Mentoring program group dinner**
- **Rainbow Town Hall (in community)**

C. Provide evidence of the agency's ability to perform the proposed grant activity through past performance, current capacity and/or plan to acquire the capacity to perform.

1. Provide data that demonstrates proven success in offering the same, similar, or related activities to achieve the proposed outcomes. *(3,000 character count limit)*

HLLF develops community programs in response to our own surveys, as well as national ones like CMI, SAGE, etc. We're also in constant dialogue with the community through our quarterly public forums and community gatherings, and through our Board's professional lives.

HLLF also responds to community needs by taking responsibility for important projects that are not thriving within their current organizational / administrative structure, with Honolulu Pride, the Honolulu Rainbow Film Festival and the Hawai'i Rainbow Chamber of Commerce being examples.

HLLF has a 10-year history of successfully managing and growing community programs and events, small and large, from Rainbow Town Halls to Honolulu Pride, and we're confident we can meet the growing demand for and participation in Pride365 Community Programs.

Our photo and video projects like Mākauhine (motherhood), Coming Out Stories (LGBTQIA+ / MVPFAFF leaders) and Shaka and Shine (queer trailblazers) engaged dozens of participating subjects and were seen by tens of thousands of viewers on social media, broadcast TV and our websites.

In 2024, for example, Rainbow Support Circle had 70+ total participants with waiting lists, Kūpuna Gatherings averaged 80+ attendees, and Rainbow Town Halls had a total of over 300 participants with waiting lists. 300+ people attend the Honolulu Rainbow Film Festival screenings, events and discussions, and more than 8,500 members of the community attended the Honolulu Pride Festival.

We have hosted more than 25 Rainbow Town Halls featuring community and business leaders, authors, educators and policy makers, and engaging over 2,500 members of the community, since 2020. These gatherings have explored a range of LGBTQ+ / MVPFAFF issues include Queer Indigeneity, Education, Health Disparities, HIV/AIDS, Authentic Representation, Kūpuna Challenges, Women in Business, Marriage Equality, and Young Professionals Development. Our partners have included Hawaiian Airlines, Ka Waiwai Ma Mo'ili'ili, Central Pacific Bank, Honolulu Community Action Project, Capitol Modern, and Lambda Law Students Association, among others.

2. Describe the applicant's capacity to successfully achieve the proposed outcomes.
OR
Provide a plan to acquire the capacity to successfully achieve the proposed outcomes (including how the applicant has acquired similar capacity in the past).

Responses should include organizational knowledge, staffing, fiscal resources, facilities and other resources, stakeholders and relationships, and other relevant resources. *(3,000 character count limit)*

The Board of the Hawai'i LGBT Legacy Foundation is comprised of diverse individuals who are leaders in their fields including financial services, real estate, education,

social services, the arts, marketing, and organizational development. Many are actively involved their companies DEI efforts, and several have won multiple industry leadership awards.

The HLLF Board is more culturally, gender and ethnically diverse than it has ever been in its 15-year history, with roots and working relationships to various communities across Oʻahu. HLLF's Executive Director has years of experience in marketing, sponsorships and community outreach, and has successfully managed teams of multiple employees and contractors. Our incoming WorkHawaiʻi part-time employees and full time Programs Coordinator will provide the logistical support needed to achieve our planned growth of our Pride 365 programs and increased activities at The Center.

The LGBTQ+ Center is located on the 15th floor of the Waikīkī Business Plaza, a fully ADA compliant building, with parking in ramps in the building and across the street in the Waikīkī Shopping Center. It provides space for multiple uses including small gatherings in the lounge, meetings in our board room, a co-working space, a reception area and the Executive Directorʻs office space. With ample white walls, it also makes a wonderful location for exhibitions.

Our partners in the cultural community, and Board members who work professionally in the arts, will execute our Queer Arts Exhibition program help make it the highest quality. Our videography contractors, and media partners and will ensure our Kūpuna Stories are professionally and beautifully done, and widely distributed.

Our corporate sponsors and community partners over the years have ensured our financial stability, programming relevance and high quality of our projects. They include Hawaiian Airlines, First Hawaiian Bank, Highgate, Alaska Airlines, Bank of Hawaiʻi, Hula's Bar & Lei Stand, American Savings Bank, Hawaiʻi Theatre Centre, Southwest Airlines, Raising Canes, United Airlines, ACLU Hawaiʻi, Central Pacific Bank, Honolulu Magazine, KHON2, International Market Place, Hawaiʻi Pacific Health, Kaiser Permanente, Hawaiian Electric, HMSA, Aloha Care, ALTRES, Spill The Tea Café, Capitol Modern, Honolulu Community Action Program, Lei Pua ʻAla Queer Histories of Hawaiʻi, HoMA, Hawaiʻi News Now, Born This Way Foundation, Council for Native Hawaiian Advancement, Nella Media Group, Becker Communications and many others.

D. Describe the applicant's sustainability and/or additional long-term benefit to the community

1. Provide a plan for sustaining and / or expanding activities beyond the applicable grant period. *(2,000 character count limit)*

HLLF has consistently increased our financial and community resources over the last few years and we are grateful to have numerous sponsors and community partners. Our corporate sponsors are fully committed to diversity and inclusion, and many have supported HLLF for several years, especially as related to Honolulu Pride, the Annual Gala and the Honolulu Rainbow Film Festival and Rainbow Town Halls. We'll continue to grow these sponsorships and partnerships, exploring new options of generating major support, including naming rights to events, projects and staffing positions.

2. Describe the applicant's capacity and resources to carry out the above plan (staffing, funding, etc.) beyond the grant period. *(2,000 character count limit)*

The expansion of our Pride365 Community Programs, and the increased accessibility and activities of The LGBTQ+ Center will help make HLLF more relevant and better aligned with additional new sources of funding, especially grants and larger individual donations.

It will also increase the number and frequency of smaller donation, made when visiting The Center for an exhibition, program or event, or participating in a program in the larger community. We've already seen these donations increase over the last two years as we've expanded our existing community programs.

Our new WorkHawai'i part-time employees and our Program Coordinator will also be of significant help in our fund-raising efforts because they will take the burden of managing logistics, promotions, etc. off the shoulders of our Executive Director, Board members and Committee Chairs.

This will allow them to intensify their focus on donor development, grant writing and other avenues of funding. Our Board members, many of whom hold senior positions in their companies and are leaders in their fields, have already brought large new donations to organization, and being able to increase their efforts will help us secure the funding we need to continue our programs on behalf of our community.

E. No CITY funds or assistance. The highest consideration will be given to applicants that do not receive other funding or any form of assistance from the CITY. While applicants that receive other funding or assistance from the CITY may apply for Grants in Aid funding, the extent of funding or assistance already received in relation to services provided must be considered prior to awarding Grants in Aid funds. A percentage of the sub-total criteria points will be awarded to Grantees based on the criteria below and the information about past funding / assistance from the CITY that follows.	
The applicant has received no award from the CITY within the last 3 years.	**10%**
The applicant has received 1-2 awards from the CITY within the last 3 years.	**7%**
The applicant has received 3-5 awards from the CITY within the last 3 years.	**5%**
The applicant has received between 6-9 awards from the CITY within the last 3 years.	**3%**
The applicant has received 10 or more awards from the CITY within the last 3 years.	**0%**

GRANTEE RECEIPT OF CITY GRANTS

Identify all CITY grants received by Grantee (or Fiscal Sponsor) in the last three (3) years. Information will be verified by the CITY.

1. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

2. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

3. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

4. Grant Activity Name & Contract #: _____

E. Age Friendly Honolulu (Complete only if applying for the bonus points)
Consideration is to be given to applicants that incorporate the vision and goals of the Age-Friendly Honolulu Program (as codified in ROH Chapter 2, Article 22), including but not limited to (1) enabling residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active; and (2) removing barriers to inclusion for and providing support services to vulnerable residents and/or have physical limitations.

If awarded bonus points for being an Age-Friendly Honolulu project, the Grantee will be subject to additional reporting requirements, including but not limited to name, age, and physical location of seniors being served by the project.

To be eligible for the bonus points as an Age-Friendly Honolulu project an organization must demonstrate the proposal aligns with Age-Friendly Honolulu's priorities by completing the following TWO steps:

1) Go the following website https://www.hiphi.org/age-friendly-honolulu/ to access an Age-Friendly Honolulu training video. The video should be watched by at least one (1) person from the non-profit organization in a leadership position (Executive Director, Administrator, or equivalent). This video will define an "age-friendly city" and explain what types of projects align with the Age-Friendly Honolulu Vision.

2) Complete the section below by selecting which Age-Friendly Honolulu category best fits the activities of your organization and providing a brief description of how your proposal is an Age-Friendly Honolulu project.

☐ Enabling Residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active, particularly at the oldest ages

☒ Providing Kupuna with meaningful roles in the community, including mentors, volunteers, or through intergenerational programming

☐ Removing barriers to support community inclusion and accessibility for persons of all abilities.

3) How is your proposal an Age-Friendly Honolulu Project and explain how your organization can meet the additional reporting requirements if awarded? *(2,000 character count limit)*

HLLF's community programs are Age-Friendly with kūpuna-friendly areas and accommodations at our large events like Honolulu Pride, and special montly gatherings for kūpuna like our Kūpuna Social Hour and Movie Mornings, Kūpuna Rainbow Town Halls, as well as our engagement with projects like Lei Pua 'Ala Queer Histories of Hawai'i. With the assistance of the new Pride365 Community Programs & LGBTQIA+ Center Coordinator, we plan to increase our kūpuna gatherings, and launch a new Intergenerational Dialogues project to encourage knowledge transfer and mentoring.

APPENDIX A: TIER II GRANT PROPOSAL (Grants $25,000 to $150,000)
SOLICITATION NO. RGP-DCS-GIA2026

Instructions: The proposal below must be completed in full. Responses must be provided in the fillable boxes provided. Where annotated, the fillable boxes have predetermined maximum limits on character counts. Letters, numbers, punctuation marks, and spaces are included in the character count limits.

SECTION I
SUMMARY

A. Grantee Legal Name:	Hawaii Literacy Inc., dba Hawaii Literacy
B. Is Grantee a Fiscal Sponsor?	☐ Yes ☒ No
C. Grant Activity Name:	Family Literacy Libraries & Youth Tutoring Program

D. Briefly describe the Grantee's background, history (including year established), and mission. *(400 character count limit)*

Since 1971, Hawaii Literacy, a 501(c)(3) nonprofit, has empowered Hawaii's children and adults with essential reading, writing, & lifelong learning skills. With five proven programs and 9,000+ volunteer hours annually, we serve over 4,000 individuals—85% youth—helping them build literacy skills, achieve academic success, and create brighter futures by breaking the cycle of low literacy.

E. Briefly describe the Grant Activity and public need being filled. *(400 character count limit)*

Hawaii Literacy's Family Literacy Program offers onsite libraries & free services at Mayor Wright Homes & Kūhiō Park, such as tutoring, homework help, reading programs, tech access, school readiness support, & English classes. These initiatives close literacy and education gaps, equipping low-income families with skills for academic success and improved future opportunities.

F. Briefly summarize Grant Activity outcomes and measures of success, including number and description of those served. *(400 character count limit)*

This grant will serve 600+ low-income individuals annually, providing 375+ service days, 7,000 library visits, 1,200 tutoring sessions, & 115 literacy assessments. Monthly benchmarks will track reading progress, tutoring, & homework help to measure literacy and academic growth. Key outcomes include improved reading skills, school readiness, & increased family engagement, addressing literacy gaps.

G. Council District
Check all districts that will benefit from the Grant Activity. Provide the amount requested per district. Amounts must be in whole numbers only.

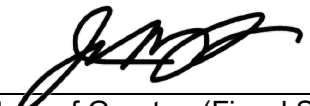
☐ District 1 $	☐ District 2 $	☐ District 3 $
☐ District 4 $	☐ District 5 $	☒ District 6 $150,000
☐ District 7 $	☐ District 8 $	☐ District 9 $

Total Amount Requested (must be $25,000 to $150,000)	$150,000

H. Type of Grant Activity (pick ONE category that best reflects the Grant Activity):		
1. Public Services: Projects in this category will support qualified public services and programs for the target populations deemed by the CITY to be most vulnerable.		
☐ A. Public Service – Seniors	☒ B. Public Service - Children	☐ C. Public Service - Disabilities
☐ D. Public Service – Homeless	☐ E. Public Service – Domestic Violence	☐ F. Public Service – Substance Abuse
☐ G. Public Service – Mental Health	☐ H. Public Service – Other (describe):	
2. Arts, Culture, Community/Economic Development, and the Environment: Projects in this category will support the sustainable improvement in the well-being and quality of life of local communities, especially low- to moderate income areas.		
☐ A. Arts	☐ B. Culture	☐ C. Community Development
☐ D. Economic Development	☐ E. Environment	

GRANTEE'S CERTIFICATION AND SIGNATURE

The undersigned, subject to personal liability and penalty under applicable law, certifies that he or she: (i) is authorized to sign this Grant Proposal; (ii) personally prepared or reviewed the matters found in this Grant Proposal (including any related documents/attachments); (iii) asserts all statements made in this Grant Proposal (including all attachments) are true, accurate and complete; (iv) has the requisite skills and knowledge to assert the foregoing certification; and (v) has complied and shall continue to comply with all applicable requirements of Chapter 6, Article 29 of the Revised Ordinances of Honolulu 2021, as amended (Link), regarding private organizations receiving grants of public funds from the City and County of Honolulu.



Signature of Grantee (Fiscal Sponsor) Officer

11/18/24

Date

Printed Name and Title: Jill Takasaki Canfield, Executive Director

CERTIFICATE OF THE BOARD OF DIRECTORS NO OBLIGATIONS IN ARREARS

The undersigned PRESIDENT of the Board of HAWAII LITERACY, INC. ("Grantee") hereby certifies that the Grantee or any principal of the Grantee or sponsored organization (where the Grantee is a Fiscal Sponsor) is not in arrears on any financial or other obligation owed to the City & County of Honolulu, a municipal corporation of the State of Hawaii.

(Signature)

Doug Shimokawa
(Print name)

CERTIFICATE OF THE BOARD OF DIRECTORS AUTHORIZATION TO ASSIGN AUTHORITY

The undersigned President of the Board of Hawaii Literacy, Inc. ("Grantee") hereby certifies that Jill Takasaki Canfield (name), Executive Director (title), has been authorized by the Board of Directors to sign proposals, contracts, and related documents on behalf of the Grantee. Accordingly, I hereby assign the authority by the Board to execute proposals, contracts, and contract amendments on behalf of the Grantee, and further certify that the assigned is given the power and authority to do all things necessary to implement, maintain, amend, or renew such contracts, including but not limited to the delegation of signing authority to another employee of the Grantee.

(Signature)

Doug Shimokawa
(Print name)

STATE OF HAWAII)
CITY AND COUNTY OF HONOLULU)

On this 6th day of November, 2024, before me appeared ✓ Doug Shimokawa, personally known to me, who, being by me duly sworn, did say that he/she is the President of the Board of Hawaii Literacy, Inc. and that the corporation has no corporate seal, and that said instrument was signed in behalf of said corporation by authority of its Board of Directors, and said he acknowledged said instrument to be the free act and deed of said corporation.

Notary Public, State of Hawaii

My Commission expires: 2/23/25

WENDY S. FUJIO NOTARY PUBLIC No. 81-151 STATE OF HAWAII

Doc. Date: Not dated # Pages 1
Name: WENDY S. FUJIO Circuit
Doc. Description: Certificate of the Board of Directors No Obligations in Arrears

Signature 11/6/2024 Date
NOTARY CERTIFICATION

WENDY S. FUJIO NOTARY PUBLIC No. 81-151 STATE OF HAWAII

Doc. Date: Not dated # Pages 1
Notary Name: Wendy S. Fujio First Circuit
Doc. Description

Notary Signature Date

SECTION II
GRANT ACTIVITY INFORMATION

A. Describe how the community need, stated problem/issue, and target population are effectively validated. The description must include how the public services' target population is vulnerable or how the arts, culture, community/economic development, or environmental activities will especially support low- to moderate-income areas.

1. Provide substantive data and other qualifying information to demonstrate how the problem/issue impacts the target population and is a community priority that needs to be addressed. *(5,000 character count limit)*

Honolulu's District 6, which includes the public housing communities of Mayor Wright Homes (MWH) & the Towers at Kūhiō Park, faces significant barriers to opportunity. These two communities house over 3,800 residents, including 1,600 youth, and experience high levels of poverty, & limited access to educational resources. The average household income in these public housing areas is just $19,861, far below Honolulu's median of $88,005 (Hawai'i HFDC, 2023). Over 40% of the residents of MWH are under 18, compared to 20% citywide, & two-thirds of the senior population are physically disabled, highlighting the need for youth, adult, & family-centered services.

The schools in District 6 report some of the lowest academic performance levels in the state. Only 68% of students in District 6 are reading at grade level, compared to 80% statewide (Hawai'i DOE, 2023). Among Pacific Islander students, who make up a large portion of the population in these public housing communities, reading proficiency drops to just 46.5%. English learners are even further behind, with a reading proficiency rate of only 50% & graduation rates of 73%, well below the statewide average of 85%. These statistics highlight the severe educational disparities faced by youth in MWH & Kūhiō Park, underscoring the need for targeted literacy & academic support.

Early literacy is linked to long-term academic & life success. Children who are not reading proficiently by third grade are four times more likely to drop out of high school & 13 times more likely to do so if they live in poverty (Annie E. Casey Fdn, 2015). In District 6, 82% of children served by Hawaii Literacy's programs currently read below grade level, putting them at high risk for academic failure, unemployment, & ongoing poverty.

Language barriers exacerbate these disparities. Over 52% of children in Kūhiō Park speak a language other than English at home, & nearly one-third of adults in the Kalihi-Palama area are functionally illiterate—double the state average (ProLiteracy, 2022). Parents often struggle to help their children with homework, read important school communications, or navigate systems like healthcare or housing applications. Children of low-literate parents are 72% more likely to experience low literacy themselves, continuing the cycle of intergenerational poverty.

Adults in these communities face significant economic barriers due to low literacy, earning just 44% of what their literate peers make over a lifetime, equating to a gap of $880,000 in earnings (Nat'l Institute for Literacy, 2023). Nationally, 70% of low-literate adults are unemployed or hold part-time jobs. In Kūhiō Park, 62% of residents cite limited English proficiency as a major barrier to employment, restricting economic mobility & perpetuating financial instability within these communities.

In addition to poverty & language barriers, MWH & Kūhiō Park also face the challenge of access. These communities are located in "book deserts," areas with limited access to books,

libraries, & educational resources. National studies show that children in homes without books are six times less likely to graduate high school than those with home libraries. In District 6, families not only lack books but also face limited access to reliable internet & technology, further widening the digital divide & restricting access to online learning.

Hawaii Literacy's Family Literacy Libraries (FLL), embedded directly within MWH & Kūhiō Park, provide a vital lifeline for these families. These libraries serve as more than just places to borrow books—they are hubs of education, empowerment, & opportunity:

- **For Children:** FLL offers after-school tutoring, homework help, & reading programs designed to close academic gaps.
- **For Adults:** English language classes, digital literacy training, & one-on-one tutoring empower parents to improve their job prospects, navigate life's challenges, & better support their children's education.
- **For Families:** FLL fosters intergenerational learning in safe, supportive environments, breaking cycles of poverty & illiteracy.

FLL builds trust & collaboration by embedding services directly in neighborhoods, ensuring that they are accessible & culturally relevant. Community surveys & feedback guide the program's design to ensure that it meets the specific needs of MWH & Kūhiō Park residents. These efforts align with statewide initiatives to close equity gaps. Research shows that children reading at grade level by third grade are four times more likely to graduate & escape poverty (Annie E. Casey Fdn, 2015).

Investing in literacy is an investment in resilience, equity, & opportunity for one of Honolulu's most vibrant yet underserved communities. The youth & families of District 6 are not just statistics—they are children eager to learn, parents striving to succeed, & families dreaming of brighter futures. With your support, Hawaii Literacy can help make those dreams a reality, one book, one class, & one life at a time.

B. Describe the proposed plan

1. Provide a description of the Grant Activity. This description will be used as the scope of services in the contract. Describe why you chose this Grant Activity and how it will effectively address the community's problem / need. *(3,000 character count limit)*

The Family Literacy Libraries (FLL) program addresses educational challenges in Honolulu's public housing communities by serving over **600+ unduplicated individuals annually**, through **375+ service days**. FLL provides year-round, evidence-based literacy support to improve reading skills, academic readiness, and family engagement while removing barriers to educational resources.

Scope of Services

FLL provides the following activities to address community literacy needs:

1. **Tutoring and Literacy Development**

    - Deliver **1,200 personalized tutoring sessions** focusing on phonemic awareness, fluency, comprehension, and vocabulary.
    - Conduct **115 reading assessments** to track progress and refine instruction.
2. **Daily Academic Support**
    - Offer structured after-school activities, including **homework help, Story Hours, and STEM-integrated projects**, to reinforce learning and develop critical thinking.
3. **Access to Educational Materials**
    - Operate free lending libraries with **7,000 visits annually** and distribute **1,500 free books** to ensure access to reading materials at home.
4. **Technology Access and Digital Literacy**
    - Provide computers and deliver **digital literacy training** to equip adults and families with essential skills.
5. **Family Engagement and Support**
    - Host English Classes and **parent workshops** to teach strategies for supporting children's literacy.
    - Operate a **school supply "store"** to reward participation and promote engagement.
6. **Year-Round Services**
    - Provide summer and school break programming to prevent learning loss and maintain academic progress.

Rationale for Activities

FLL's activities are designed to address systemic barriers identified through data and community feedback:

- **Low Literacy Rates:** Many children in public housing read below grade level. Evidence-based tutoring focuses on phonemic awareness and other foundational skills to improve proficiency.
- **Limited Resources:** Free libraries, book distributions, and digital literacy training address gaps in access to tools for success.
- **Parental Involvement:** Caregivers often lack strategies to support learning. Workshops empower families to create literacy-rich environments.
- **Learning Loss Prevention:** Year-round programming ensures academic continuity during school breaks, reducing disparities caused by learning loss.

Plan to Address Community Needs

FLL integrates services directly into public housing communities, removing barriers such as transportation and cost. Its programming is culturally relevant, aligning with Pacific Islander traditions and values to foster meaningful engagement. Regular literacy assessments ensure that interventions are data-driven and tailored to individual needs.

By emphasizing foundational literacy skills, daily academic support, and family engagement, FLL addresses immediate literacy needs while building a strong foundation for sustained academic achievement.

2. Provide measurable outcomes, describe how outcomes are aligned with the purposes and priorities of the Grants in Aid Fund, and describe how outcomes directly benefit the target population. *(3,000 character count limit)*

Public Services should begin with a statement of the number of individuals that the Grant Activity will directly benefit during the Grant Term.

Arts, Culture, Community/Economic Development or Environment should begin with a statement as to how the Grant Activity supports the sustainable improvement in the well-being and quality of life of local communities, especially low to moderate income areas.

This grant will directly benefit 600+ low-income individuals annually through the Family Literacy Libraries (FLL) program, providing 375+ service days, 7,000 library visits, 1,200 tutoring sessions, & 115 literacy assessments during the grant term. These services will support children, adults, & families, particularly those in public housing & other underserved areas in District 6. Monthly benchmarks will track progress in reading skills, tutoring sessions, & program participation, ensuring measurable gains in literacy & academic readiness for students.

The FLL program aligns with the City & County of Honolulu's Grants in Aid Fund priorities by:

1. **Improving Educational Outcomes for Disadvantaged Populations:** The FLL program aims to improve literacy & academic readiness among economically disadvantaged youth & families. Key measurable outcomes include:
    - 600+ unduplicated individuals benefiting from improved literacy skills through tutoring & group learning, tracked via attendance sheets & monthly reports.
    - 1,200 tutoring sessions offered, focusing on literacy skills to raise reading proficiency & academic confidence.
    - Better school readiness for children through targeted tutoring & homework help, preparing them for academic success.
2. **Increasing Access to Vital Public Services:** FLL will expand access to critical educational resources for families in need, addressing literacy gaps in Honolulu's low-income communities in District 6. Expected outcomes include:
    - 7,000 library visits annually, fostering family involvement & providing access to literacy materials & support. Research shows that when families are involved, children's academic outcomes improve.
    - Increased family engagement in educational activities, empowering parents to support their children's academic progress.

The measurable outcomes of the FLL program include:

- **Stronger Reading Skills:** With 1,200 tutoring sessions & regular assessments, participants will improve their reading abilities. Monthly benchmarks track progress to ensure consistent support & address challenges.
- **Better School Readiness:** Through tutoring & homework help, children will be better prepared for school, acquiring foundational skills to succeed academically & build confidence.
- **Increased Family Engagement:** The program will drive 7,000 library visits, creating opportunities for families to engage in shared learning.

- **Addressing Literacy Gaps:** FLL provides underserved families with access to quality resources. With 115 literacy assessments & 1,200 tutoring sessions, participants will receive personalized support, breaking the cycle of illiteracy & poverty.

By improving literacy, school readiness, & family engagement, FLL will have a lasting impact on the educational success & well-being of Honolulu's most vulnerable residents. This program not only meets immediate needs but also lays the groundwork for long-term success, helping families overcome barriers to academic achievement & secure better opportunities.

3. Provide an action plan to achieve the stated measurable outcomes. If the Grant Activity involves a partnership, provide a description of each partner's role. Must include measurable milestones, specific events, or other performance measures appropriate to achieving the outcomes. *(3,000 character count limit)*

The **Family Literacy Libraries (FLL)** program will begin in **May 2026**, pending approval from the Department of Community Services (DCS). The program will provide year-round support to **600+ low-income residents** within District 6, with a focus on MWH and Kūhiō Park. Without **FY26 funding**, the program will face challenges due to a funding gap.

1. **Program Preparation**

- **Staffing & Resources**: All staff and resources will be ready by the program start date to ensure service availability.
- **Partner Coordination**: Partners will finalize roles and schedules to ensure smooth service delivery.

2. **Core Program Activities**

- **Homework Help and Tutoring**: Offered **4-5 days per week**, focusing on individual and small-group tutoring.
- **Reading Campaigns**: Monthly literacy activities, with incentives like school supplies.
- **STEM and Literacy Integration**: Weekly "Brain Games" foster critical thinking through literacy.
- **Story Hours and Parent Workshops**: Build community engagement and empower families to support literacy at home.

3. **Measurable Milestones and Outcomes**

- Progress will be assessed **quarterly** (March, June, September, December), tracking:
  - **7,000 visits** annually from youth and families.
  - **115 youth** completing assessments, with **70% showing literacy gains**.
  - **Pre- and post-assessments** to track literacy improvements.

4. **Performance Measures**:

Each measure aligns with Section IV's schedule and outcomes:

- **Service Delivery**:
  - **375+ service days** annually.

- **7,000 visits** from youth and families.
- **Literacy Support**:
  - **1,200 tutoring sessions** to improve reading and academic skills.
  - Assess the progress of **115+ youth** in relation to grade-level reading.
- **Resource Access**:
  - **1,500 free books** to build home libraries.
  - Lending libraries stocked with culturally diverse books.
- **Family Engagement**:
  - **Parent workshops** and onsite **English and computer classes**.

5. **Partnerships and Roles**

- **Educational Institutions**:
  - **Micronesian and Samoan Student Clubs**, **Chuukese Language & Cultural Association**, and **Chaminade University** provide programming and tutoring.
  - **UH Manoa** and **Hawai'i Pacific University** offer student volunteers for **STEM** activities and **storytelling** events.
- **Community Organizations**:
  - **PACT** leads family engagement efforts.
  - **Rotary Clubs** contribute mentorship and resources.
- **STEM and Financial Literacy Support**:
  - **Hawaii Federal Credit Union** promotes **financial literacy** through the **Children's Savings Project**.
  - **ASCE** supports **STEM-focused activities**.
- **Local Schools and After-School Programs**:
  - **Punahou School**, **HIHO**, **AmeriCorps VISTA**, and the **YMCA A+ Program** support weekly literacy activities, tutoring, and mentoring.
  - **Kalihi Waena** and **Linapuni Elementary Schools** provide student referrals for tutoring.

This action plan ensures the **Family Literacy Libraries** program meets its measurable outcomes, addresses literacy gaps, and promotes **educational equity** for **600 underserved District 6 residents**. Strong partnerships and performance measures ensure the program's success and alignment with the City's **Grants-in-Aid priorities**.

4. Provide a budget narrative that explains how the budget in Section III will achieve the desired outcomes. (*3,000 character count limit)*

The requested $150,000 will support year-round literacy & after-school programs for 600 low-income residents at Mayor Wright Homes and Kūhiō Park. This translates to an annual cost of $278 per child, or $23.15 per month per child, demonstrating an efficient use of resources to maximize impact. Our program is further supported by in-kind contributions, private grants, & volunteer support, which help reduce per-child costs despite rising operational expenses. In total, with in-kind contributions, the program budget is $268,863, meaning the GIA request represents 55.8% of total funding.

Direct Costs:

Direct costs are calculated based on the 2024 monthly costs multiplied by 12 months:

Program Staff Costs – $136,743

- **2.15 FTE program staff** will deliver tutoring, homework help, and literacy activities across two sites. These staff will oversee daily operations, lead activities, and supervise 130+ volunteers annually, ensuring that each child receives personalized 1-to-1 reading support.
- The program operates 4-5 days a week, serving 25-50 youth daily at each site, requiring sufficient staffing to maintain high-quality services.

Administrative Costs – $12,824

- **0.10 FTE administrative staff** will ensure smooth program implementation, manage staff, and handle reporting. This position guarantees compliance with funding requirements and ensures operational efficiency.

Program Supplies – $433

- The **program supplies cost allocation** covers program materials like school supplies, healthy snacks, & literacy books

In-Kind Contributions - $53,850

The program receives $53,850 in annual in-kind contributions, which significantly reduce overall costs:

- **$32,250 in donated rent & utilities** ensures affordable access to program sites, eliminating housing costs for program operations.
- **$11,600 in donated books, snacks, & supplies** enhances programming without added financial burdens.
- **$10,000 in volunteer time** is equivalent to 400 hours of tutoring & enrichment activities, extending program capacity beyond direct staffing costs.

Impact of Funding

This funding is critical for sustaining operations and expanding services. Specifically, GIA support will:

- Serve 600 District 6 residents annually with free, on-site literacy services.
- Operate **375+ service days** across two sites, providing consistent, year-round programming.
- Deliver **1,200 tutoring sessions** & conduct **115 reading assessments** to track literacy progress.
- Distribute **1,500 free books**, fostering home libraries & encouraging continued reading beyond the program.

By continuing to leverage in-kind contributions & private grants, we can ensure that this program remains an accessible, effective resource for families in District 6. With your support, we can enhance literacy outcomes and provide better academic opportunities for our community.

5. Provide a timeline that is complete, realistic and appropriate to achieve the desired outcomes. This timeline should also be reflected in Section IV. *(3,000 character count limit)*

The **Family Literacy Libraries** program is dedicated to delivering measurable outcomes and achieving the objectives set forth in this grant. To ensure success, the program will be fully operational from day one, with all necessary staff, resources, and systems in place. Throughout the grant period, we will closely track the number of unduplicated individuals served, program visits, youth assessments, and tutoring sessions, enabling us to assess progress toward improving reading skills and academic success.

We aim to serve **600 unduplicated individuals** over the course of 12 months, with the majority of participants attending the program across multiple months, resulting in **7,000 visits**. Our service days will average **30-35 days per month**, with each day of library operation counted as a service day. Additionally, we will track homework completion, tech access, literacy kit or book distributions, and parent events, providing detailed reports to the City upon request. This tracking system will allow us to measure program usage and its effectiveness in building literacy.

The program's timeline is structured to ensure we meet these goals in a timely and realistic manner:

MONTHLY

- **Visits and Attendance**: The program will log **450-500 visits per month**, working toward the goal of **7,000 visits** by **600 unduplicated individuals**.
- **Tutoring Sessions**: We will log **90-100 tutoring sessions per month**, contributing to the goal of **1,200 sessions** over the year.
- **Tracking Individual Progress**: Staff will track **individual children's daily attendance**, **homework completion**, **reading progress**, and **tutoring sessions** to ensure each child's literacy development is closely monitored.
- **Volunteer and Tutor Training**: **In-service training** for volunteers and new tutors will be conducted monthly to ensure the program has the capacity to meet its goals and deliver consistent, high-quality services.
- **Youth Assessments**: We will log **8-10 youth assessments per month**, aiming for a total of **115 assessments** by the end of the year.

SUMMER MONTHS (June - July)

- **Summer Reading Program**: A special **Summer Reading Program** will take place in **June and July**, designed to engage children in literacy-building activities during the summer months.
- **Summer Meals Program**: The Summer Meals initiative will complement the reading program by providing nutritious meals to children, ensuring their well-being and supporting their learning experience.

MONTH 12

- **Completion of Annual Goals**: By the **end of Month 12**, we will have achieved the following:
    - **600 unduplicated individuals** served.
    - **7,000 visits** logged.

- **1,200 tutoring sessions** completed.
- **115 assessments** conducted.
- **375+ service days** across two sites.

MONTH 13

- **Final Report**: In **Month 13**, we will submit a comprehensive **final report** that demonstrates the program's success, detailing the outcomes achieved through City funding and its positive impact on literacy and education services for low-income children.

C. Provide evidence of the agency's ability to perform the proposed grant activity through past performance, current capacity and/or plan to acquire the capacity to perform.

1. Provide data that demonstrates proven success in offering the same, similar, or related activities to achieve the proposed outcomes. *(3,000 character count limit)*

Hawai'i Literacy's Family Literacy Program has a long history of success, leveraging Grants-in-Aid (GIA) and Community Development Block Grant (CDBG) funding to deliver impactful literacy, library, and educational services to low-income families in public housing communities. These programs consistently exceed expectations, demonstrating the ability to achieve outcomes effectively and efficiently.

Proven Success and Impact:
Since receiving GIA support, the program has:

- Expanded service days by **50%**, increased youth served by **30%**, and achieved a **120% rise in monthly visits**.
- Delivered **4,351 service days** and hosted **90,928 visits** from **5,266 youth and parents** between 2015 and 2024, reflecting sustained engagement.
- Conducted **1,000+ tutoring sessions annually**, with **70% of tutored youth achieving measurable reading progress** within one year.
- Demonstrated consistent gains in **reading comprehension, fluency, and writing skills** through assessments.

Cost-Effective Operations:
The program delivers high-impact services at an annual cost of **$278 per child**, maximizing resources through in-kind contributions and volunteer support.

Recognized Excellence:
Hawai'i Literacy consistently earns positive evaluations during City site visits, highlighting operational excellence and alignment with grant requirements. These commendations underscore the organization's ability to meet and often exceed deliverables, such as high attendance rates, impactful tutoring, and successful community events.

Evolving and Growing to Meet Needs:
With CDBG funding from FY04 to FY13, Hawai'i Literacy transformed a small, two-day-per-week library into a full-time educational center. These grants established infrastructure and

capacity, which the organization has maintained and expanded to meet evolving community needs.

Transparent Reporting Systems:
Hawai'i Literacy uses adaptable reporting mechanisms aligned with GIA requirements, tracking service days, attendance, tutoring, books read, homework completion, parent participation, and reading assessment progress. These systems ensure transparency, accountability, and data-driven evaluation.

Community Connections and Long-Term Impact:
By fostering trust and engagement in vulnerable communities, Hawai'i Literacy's Family Literacy Program creates lasting benefits for youth and families. The program addresses educational disparities and contributes to breaking cycles of poverty through literacy improvement and family engagement.

With a proven track record, strong infrastructure, and trusted community relationships, Hawai'i Literacy is uniquely positioned to exceed proposed grant outcomes. Its focus on literacy, academic success, and family empowerment ensures measurable impacts for underserved youth and families in high-need areas.

3. Describe the applicant's capacity to successfully achieve the proposed outcomes.
   OR
   Provide a plan to acquire the capacity to successfully achieve the proposed outcomes (including how the applicant has acquired similar capacity in the past).

   Responses should include organizational knowledge, staffing, fiscal resources, facilities and other resources, stakeholders and relationships, and other relevant resources. *(3,000 character count limit)*

Hawaii Literacy (HL) has the expertise, staffing, resources, & community trust to achieve the proposed outcomes of the Family Literacy Libraries (FLL) program. With a history of success and a culturally aligned approach, HL delivers impactful literacy services to low-income families in District 6.

Organizational Knowledge and Expertise:
HL's multi-site programs serve over 4,000 individuals annually, including 1,200 tutoring sessions and 7,000 visits through the FLL program. The culturally responsive program is trusted by the communities it serves.

- **Cultural Relevance:** Staff, many from Hawaii, Samoa, and Micronesia, provide bilingual support and deep cultural understanding. The FLL Program Manager, raised in public housing, exemplifies this connection.
- **Specialized Expertise:** An in-house Literacy Coordinator ensures service quality and alignment with best practices.

Dedicated Staffing and Volunteer Network:
Hawaii Literacy is supported by 8 full-time and 14 part-time staff, along with a part-time independent Finance Manager. Over 100 trained volunteers contribute 400 hours annually to the FLL, providing tutoring and community engagement activities. Formal training ensures consistent, high-quality service delivery.

Physical and Operational Resources:
HL operates from secure, long-term facilities at Kūhiō Park and Mayor Wright Homes. The program maintains over 20,000 books, 39 technology devices, and in-kind contributions valued at $150,000 annually, ensuring accessible and cost-effective programming.

Financial Resources and Management:
HL has robust financial systems and a strong history of fiscal responsibility. Unrestricted funds and reliable cash flow ensure smooth operations, even during reimbursement periods. Tools like QuickBooks and Salesforce ensure compliance and transparency. GIA funding is leveraged to secure additional grants and donations, amplifying impact.

Stakeholders and Relationships:
Collaborations with Linapuni Elementary, Chaminade University, UH Mānoa, and organizations like PACT and Kokua Kalihi Valley provide academic resources, outreach, and event support. Hawaii Literacy actively involves participants in program design and is supported by an 18-member Board of Directors focused on strategic growth.

Future Capacity Building:
HL has successfully scaled programs, such as transforming part-time services into full-time educational hubs. To sustain and expand impact, it plans to:

- Grow its volunteer network and enhance training programs to increase service quality and reach.
- Invest in digital tools to expand literacy services and support modern learning needs.
- Develop new partnerships with schools and community organizations to strengthen sustainability and extend reach.

With its experienced team, strong infrastructure, and proven track record, Hawaii Literacy is well-equipped to achieve the proposed outcomes and continue advancing literacy and educational equity for underserved families in Honolulu's public housing communities.

D. Describe the applicant's sustainability and/or additional long-term benefit to the community

1. Provide a plan for sustaining and / or expanding activities beyond the applicable grant period. *(2,000 character count limit)*

The sustainability and expansion plan builds on the grant-funded activities of the Family Literacy Libraries (FLL) program, ensuring long-term impact and growth. Hawaii Literacy (HL) focuses on strategies aligned with the grant's objectives, ensuring supported initiatives remain accessible, effective, and scalable.

1. **Securing and Growing Funding to Sustain Activities:**
   Grant funding supports core FLL activities like literacy workshops, library operations, and resource distribution. To ensure continuity beyond the grant period, HL will pursue diversified funding, reapply to trusted funders, expand donor campaigns, and partner with schools through new contracts.
2. **Leveraging Partnerships to Extend Impact:**
   Collaborations with schools, libraries, and community organizations are key to delivering literacy services. HL will deepen partnerships to secure in-kind resources

(e.g., space, books) and sustain a strong volunteer network, reinforcing the infrastructure built through grant funding.

3. **Expanding Services to Broaden Reach:**
   Grant activities provide underserved families with literacy resources and workshops. HL will scale offerings by establishing new sites based on community demand and investing in digital tools like e-books and tablets to ensure relevance and impact.
4. **Engaging Communities to Maintain Alignment:**
   Grant funding supports family engagement in literacy activities. HL will continue to engage participants through feedback and events to keep services responsive to evolving needs, strengthening relationships built during the grant.
5. **Adapting to Evolving Needs:**
   HL will sustain innovative literacy services by investing in technology and program adaptability to address emerging challenges.

By aligning sustainability efforts with grant-funded activities, Hawaii Literacy maximizes the grant's impact, ensuring the FLL program continues addressing literacy needs and expanding its reach to underserved families and communities.

2. Describe the applicant's capacity and resources to carry out the above plan (staffing, funding, etc.) beyond the grant period. *(2,000 character count limit)*

Hawaii Literacy (HL) is well-prepared to sustain the Family Literacy Libraries (FLL) program beyond the grant period through strategic funding, resource efficiency, & community engagement. HL's ability to transition programs to self-sustaining models ensures long-term impact and growth.

Transition to Sustainability:
HL has a roadmap for reducing reliance on grant funding by diversifying revenue streams, including expanding donor campaigns, corporate sponsorships, and fee-for-service contracts. Past successes, such as transitioning the Bookmobile program to a mix of fee-for-service contracts & grants, demonstrate HL's ability to sustain programs while maintaining high-quality services.

Financial Resilience and Management:
With systems like QuickBooks and Salesforce, HL ensures compliance, accurate budgeting, and smooth cash flow, even during reimbursement periods. Unrestricted funds & reserves support operational continuity, while consistent grants from long-term funders underscore HL's credibility.

Community Support and Advocacy:
HL fosters relationships with families, schools, and community leaders to advocate for sustained support. Deep connections in public housing communities ensure trust, participation, and alignment with local needs.

Resource Efficiency and Partnerships:
HL benefits from $150,000 in annual in-kind contributions, including donated spaces and materials. Partnerships with organizations like Linapuni Elementary and Kokua Kalihi Valley provide academic resources, reducing costs and enhancing program capacity.

Contingency Planning:
In funding gaps, HL will adjust operations, pursue emergency grants, and leverage volunteers

to ensure uninterrupted services. These proactive measures help address challenges without compromising quality.

Through leadership, strategic planning, & a proven track record, HL ensures the FLL program's capacity to thrive beyond the grant period, continuing its mission to deliver impactful literacy services to underserved families.

E. No CITY funds or assistance.
The highest consideration will be given to applicants that do not receive other funding or any form of assistance from the CITY. While applicants that receive other funding or assistance from the CITY may apply for Grants in Aid funding, the extent of funding or assistance already received in relation to services provided must be considered prior to awarding Grants in Aid funds.

A percentage of the sub-total criteria points will be awarded to Grantees based on the criteria below and the information about past funding / assistance from the CITY that follows.

The applicant has received no award from the CITY within the last 3 years.	**10%**
The applicant has received 1-2 awards from the CITY within the last 3 years.	**7%**
The applicant has received 3-5 awards from the CITY within the last 3 years.	**5%**
The applicant has received between 6-9 awards from the CITY within the last 3 years.	**3%**
The applicant has received 10 or more awards from the CITY within the last 3 years.	**0%**

GRANTEE RECEIPT OF CITY GRANTS

Identify all CITY grants received by Grantee (or Fiscal Sponsor) in the last three (3) years. Information will be verified by the CITY.

1. Grant Activity Name & Contract Family Literacy Libraries and Youth Tutoring Program: CT-DCS-2400028
   Grant Period: 05/01/24-04/30/25 Grant Amount: $200,000
   Grant Purpose: The Family Literacy program operates two on-site libraries and tutoring programs in Mayor Wright Homes and Kuhio Park public housing. Grant activities include daily homework help, tutoring, reading campaigns, technology, school readiness, and English class
   Grant Activity Status: ☒ Underway ☐ Completed ☐ Canceled
   Administrating Division: Office of Grants Management

2. Grant Activity Name & Contract #: Family Literacy Libraries and Youth Tutoring Program: CT-DCS-2100034
   Grant Period: 05/01/23 - 4/30/24 Grant Amount: $150,000
   Grant Purpose: The Family Literacy program operates two on-site libraries and tutoring programs in Mayor Wright Homes and Kuhio Park public housing. Grant activities include daily homework help, tutoring, reading campaigns, technology, school readiness, and English classes to meet community needs for quality literacy and tutoring programs to help low-income families increase literacy and school achievement while adhering to social distancing guidelines.
   Grant Activity Status: ☐ Underway ☒ Completed ☐ Canceled
   Administrating Division: Office of Grants Management

3. Grant Activity Name & Contract #: Family Literacy Libraries and Youth Tutoring, Program: CT-DCS-2200025

Grant Period: 4/1/2022 - 3/31/2023 Grant Amount: $125,000
Grant Purpose: The Family Literacy program operates two on-site libraries and tutoring programs in Mayor Wright Homes and Kuhio Park public housing. Grant activities include daily homework help, tutoring, reading campaigns, technology, school readiness, and English classes, to meet community need for quality literacy and tutoring programs to help low-income families increase literacy and school achievement while adhering to social distancing guidelines.
Grant Activity Status: ☐ Underway ☒ Completed ☐ Canceled
Administrating Division: Office of Grants Management

E. Age Friendly Honolulu (Complete only if applying for the bonus points)
Consideration is to be given to applicants that incorporate the vision and goals of the Age-Friendly Honolulu Program (as codified in ROH Chapter 2, Article 22), including but not limited to (1) enabling residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active; and (2) removing barriers to inclusion for and providing support services to vulnerable residents and/or have physical limitations.

If awarded bonus points for being an Age-Friendly Honolulu project, the Grantee will be subject to additional reporting requirements, including but not limited to name, age, and physical location of seniors being served by the project.

To be eligible for the bonus points as an Age-Friendly Honolulu project an organization must demonstrate the proposal aligns with Age-Friendly Honolulu's priorities by completing the following TWO steps:

1) Go the following website https://www.hiphi.org/age-friendly-honolulu/ to access an Age-Friendly Honolulu training video. The video should be watched by at least one (1) person from the non-profit organization in a leadership position (Executive Director, Administrator, or equivalent). This video will define an "age-friendly city" and explain what types of projects align with the Age-Friendly Honolulu Vision.

2) Complete the section below by selecting which Age-Friendly Honolulu category best fits the activities of your organization and providing a brief description of how your proposal is an Age-Friendly Honolulu project.

☐ Enabling Residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active, particularly at the oldest ages

☒ Providing Kupuna with meaningful roles in the community, including mentors, volunteers, or through intergenerational programming

☐ Removing barriers to support community inclusion and accessibility for persons of all abilities.

3) How is your proposal an Age-Friendly Honolulu Project and explain how your organization can meet the additional reporting requirements if awarded? *(2,000 character count limit)*

The **Family Literacy Libraries (FLL) program** contributes to an age-friendly Honolulu by engaging kupuna as mentors, learners, and volunteers, fostering intergenerational connections and strengthening community bonds. By valuing the skills and experiences of

older adults, FLL provides opportunities for kupuna to actively participate in literacy initiatives while addressing the educational needs of youth and families in public housing communities.

Kupuna play a key role in tutoring youth and adults, offering one-on-one literacy support to improve reading, writing, and academic performance. Their mentorship builds confidence in children while giving older adults meaningful ways to contribute. Beyond tutoring, kupuna help with organizing arts and crafts, creating literacy kits, and leading read-aloud sessions.

The program also supports kupuna as lifelong learners by offering free, tailored classes in:

- **English language development** to improve communication.
- **Computer literacy training** to bridge the digital divide.
- Opportunities to connect with peers, fostering inclusion and engagement.

These offerings empower kupuna to gain practical skills, remain active, and strengthen their sense of belonging in the community.

Hawaii Literacy is equipped to meet reporting requirements by:

- Tracking kupuna participation and activities.
- Measuring youth literacy improvements and kupuna engagement.
- Collecting feedback through surveys and testimonials to evaluate program impact.

FLL fosters spaces where kupuna and youth interact directly, encouraging mutual respect and learning. By integrating kupuna into its core activities, FLL aligns with Honolulu's age-friendly goals, supporting literacy development and fostering a connected, inclusive community for all generations.

APPENDIX A: TIER II GRANT PROPOSAL (Grants $25,000 to $150,000)
SOLICITATION NO. RGP-DCS-GIA2026

Instructions: The proposal below must be completed in full. Responses must be provided in the fillable boxes provided. Where annotated, the fillable boxes have predetermined maximum limits on character counts. Letters, numbers, punctuation marks, and spaces are included in the character count limits.

SECTION I
SUMMARY

A. Grantee Legal Name:	Hawai‘i Local2030 Hub; DBA: Hawai‘i Green Growth UN Local2030 Hub (HGG)
B. Is Grantee a Fiscal Sponsor?	☐ Yes ☒ No
C. Grant Activity Name:	Building Island Leadership and Development (BILD): Empowering O‘ahu’s Green Workforce for Environmental Justice and Sustainable Development

D. Briefly describe the Grantee’s background, history (including year established), and mission. ***(400 character count limit)***

Hawai‘i Green Growth (HGG) UN Local2030 Hub, established in 2011, drives sustainability goals through the Aloha+ Challenge, a statewide initiative aligned with the UN's 2030 sustainable development objectives. HGG uses data-driven tools, powered by GIS, to monitor progress, engage decision-makers, and foster innovative strategies for climate resilience, adaptation, and sustainable growth.

E. Briefly describe the Grant Activity and public need being filled. *(400 character count limit)*

The Building Island Leadership and Development (BILD) initiative aims to empower youth from disadvantaged communities to address sustainability issues in their community. The distinct Aloha+ Dashboard Lab Program, will provide fellowships for college students/recent graduates to foster necessary skills to secure local jobs to address O‘ahu’s socio-economic and environmental issues.

F. Briefly summarize Grant Activity outcomes and measures of success, including number and description of those served. *(400 character count limit)*

The initiative engages 6 youth fellows via the Aloha+ Dashboard Lab Program, offering training in data analysis, GIS, and community engagement. Success measures include fellow completion rates, project partnerships, outreach events, Aloha+ Dashboard data enhancements, and job hire success rate, all supporting sustainability and resilience in alignment with the County’s O‘ahu Climate Action Plan.

G. Council District
Check all districts that will benefit from the Grant Activity. Provide the amount requested per district. Amounts must be in whole numbers only.

☒ District 1 $ 17,000	☒ District 2 $ 16,625	☒ District 3 $ 16,625
☒ District 4 $ 16,625	☒ District 5 $ 16,625	☒ District 6 $ 16,625

☒ District 7 $ 16,625	☒ District 8 $ 16,625	☒ District 9 $ 16,625
Total Amount Requested (must be $25,000 to $150,000)	$ 150,000	

H. Type of Grant Activity (pick ONE category that best reflects the Grant Activity):		
1. Public Services: Projects in this category will support qualified public services and programs for the target populations deemed by the CITY to be most vulnerable.		
☐ A. Public Service – Seniors	☐ B. Public Service - Children	☐ C. Public Service - Disabilities
☐ D. Public Service – Homeless	☐ E. Public Service – Domestic Violence	☐ F. Public Service – Substance Abuse
☐ G. Public Service – Mental Health	☐ H. Public Service – Other (describe):	
2. Arts, Culture, Community/Economic Development, and the Environment: Projects in this category will support the sustainable improvement in the well-being and quality of life of local communities, especially low- to moderate income areas.		
☐ A. Arts	☐ B. Culture	☒ C. Community Development
☐ D. Economic Development	☐ E. Environment	

GRANTEE'S CERTIFICATION AND SIGNATURE

The undersigned, subject to personal liability and penalty under applicable law, certifies that he or she: (i) is authorized to sign this Grant Proposal; (ii) personally prepared or reviewed the matters found in this Grant Proposal (including any related documents/attachments); (iii) asserts all statements made in this Grant Proposal (including all attachments) are true, accurate and complete; (iv) has the requisite skills and knowledge to assert the foregoing certification; and (v) has complied and shall continue to comply with all applicable requirements of Chapter 6, Article 29 of the Revised Ordinances of Honolulu 2021, as amended (Link), regarding private organizations receiving grants of public funds from the City and County of Honolulu.

Signature of Grantee (Fiscal Sponsor) Officer Printed Name and Title: Celeste Connors, CEO		Date 11/20/2024

CERTIFICATE OF THE BOARD OF DIRECTORS NO OBLIGATIONS IN ARREARS

The undersigned of the Board ("Grantee") hereby certifies that the Grantee or any principal of the Grantee or sponsored organization (where the Grantee is a Fiscal Sponsor) is not in arrears on any financial or other obligation owed to the City & County of Honolulu, a municipal corporation of the State of Hawaii.

Randolph G. Moore
(Signature)

Randolph G. Moore
(Print name)

CERTIFICATE OF THE BOARD OF DIRECTORS AUTHORIZATION TO ASSIGN AUTHORITY

The undersigned of the Board ("Grantee") hereby certifies that Celeste Connors (name), CEO of Hawaii Local 2030 Hub (title), has been authorized by the Board of Directors to sign proposals, contracts, and related documents on behalf of the Grantee. Accordingly, I hereby assign the authority by the Board to execute proposals, contracts, and contract amendments on behalf of the Grantee, and further certify that the assigned is given the power and authority to do all things necessary to implement, maintain, amend, or renew such contracts, including but not limited to the delegation of signing authority to another employee of the Grantee.

Randolph G. Moore
(Signature)

Randolph G. Moore
(Print name)

STATE OF HAWAII)
CITY AND COUNTY OF HONOLULU)

On this 18 day of November, 2024, before me appeared Randolph Moore, personally known to me, who, being by me duly sworn, did say that he/she is the CEO of Hawaii Local 2030 Hub and that the corporation has no corporate seal, and that said instrument was signed in behalf of said corporation by authority of its Board of Directors, and said he acknowledged said instrument to be the free act and deed of said corporation.

Sylvia Tomasu-Dunn
Notary Public, State of Hawaii

My Commission expires: 06/24/2026

SYLVIA TOMASU-DUNN NOTARY PUBLIC No. 18-294 STATE OF HAWAII

Doc. Date: 11/18/2024 # Pages: 4
Name: Sylvia Tomasu-Dunn First Circuit
Doc. Description: Certificate of the Board of Directors

Authorization to sign Authority

Notary Certificate on next page.

SECTION II
GRANT ACTIVITY INFORMATION

A. Describe how the community need, stated problem/issue, and target population are effectively validated. The description must include how the public services' target population is vulnerable or how the arts, culture, community/economic development, or environmental activities will especially support low- to moderate-income areas.

1. Provide substantive data and other qualifying information to demonstrate how the problem/issue impacts the target population and is a community priority that needs to be addressed. *(5,000 character count limit)*

Data from the U.S. Census Bureau reveals that 8.6% of O'ahu residents live in poverty, with certain vulnerable groups experiencing rates as high as 29.3%. In 2022, 10% of Honolulu County households were struggling with poverty, while 31% were classified as ALICE (Asset Limited, Income Constrained, Employed). Despite being employed, ALICE households struggle to afford basic necessities, with their survival budgets far exceeding federal poverty thresholds, highlighting persistent financial insecurity.

The BILD initiative addresses these critical challenges by providing targeted workforce training in sustainability, environmental justice, and green jobs, focusing on participants from disadvantaged neighborhoods. By equipping individuals with technical skills in data management, Geographic Information Systems (GIS), project management, and public engagement, the Aloha+ Dashboard Lab Program within BILD empowers participants to address socioeconomic and environmental challenges in their own communities. This hands-on training model offers a pathway to meaningful employment in Hawai'i's growing green sector, building local capacity for economic resilience and climate adaptation. BILD's strategic workforce development directly tackles the challenge faced by 31% of residents struggling to secure employment that meets basic needs.

BILD aligns with Climate Ready O'ahu, a resilience framework by the City and County of Honolulu's Office of Climate Change, Sustainability, and Resiliency (OCCSR), which emphasizes local involvement to mitigate threats like sea-level rise, flooding, and extreme weather. These climate-related challenges have significant economic implications for key sectors such as tourism and agriculture, further highlighting the need for a locally trained interdisciplinary workforce with a focus on data, technology, and cross-sector engagement. Through BILD, participants gain skills to create data-driven, community-specific solutions, enhancing resilience and strengthening economic stability. The initiative's bottom-up approach ensures that those most affected by systemic inequities have the tools to drive meaningful change in their communities, aligning with the Aloha+ Challenge and contributing to sustainable development across O'ahu.

B. Describe the proposed plan

1. Provide a description of the Grant Activity. This description will be used as the scope of services in the contract. Describe why you chose this Grant Activity and how it will effectively address the community's problem / need. *(3,000 character count limit)*

The Aloha+ Challenge represents a statewide commitment to achieving Hawai'i's sustainability goals, focusing on clean energy, local food production, natural resource management, solid waste reduction, smart sustainable communities, and green workforce development. As a guiding framework for resilience and sustainable development, it fosters

collaboration among government, community, and private sectors to address local challenges.

The Aloha+ Dashboard serves as a key open-data platform, tracking progress across priority areas. By offering transparent, measurable data, it empowers stakeholders to evaluate and advance sustainability efforts. Integrating this tool into workforce development drives data-driven, community-focused solutions and real-world impacts.

Within the BILD initiative, the Aloha+ Dashboard Lab Program provides six college and/or recent graduate fellows (8-months, 20hr/week) with specialized training aligned to the Aloha+ Challenge goals. This nine-month program, designed around the academic calendar, includes instruction in data management, Geographic Information Systems (GIS), Traditional Ecological Knowledge (TEK), project management, and stakeholder engagement. This immersive model enables participants to directly address sustainability challenges, distinguishing it as a high engagement program.

Fellows work with local agencies, nonprofits, the private sector, and community organizations on activities such as policy development, data updates to the Aloha+ Dashboard, and community outreach. By engaging with these efforts, fellows gain career-ready skills while directly shaping policies and initiatives that strengthen resilience and sustainable growth within their neighborhoods.

The BILD initiative aligns closely with Climate Ready O‘ahu, the resilience framework established by the City and County of Honolulu’s Office of Climate Change, Sustainability, and Resiliency (OCCSR). This plan emphasizes local involvement in mitigating critical climate issues such as sea-level rise and extreme weather events. Through tailored training, BILD helps create a local workforce capable of addressing these challenges, bolstering community adaptation and economic stability.

By equipping disadvantaged youth with critical sustainability and workforce skills, BILD fosters leadership and brings vital resources, strategies, and advocacy back to their communities. This initiative not only provides pathways to meaningful employment but also addresses systemic economic barriers, building a pipeline of skilled professionals dedicated to Hawai‘i’s long-term resilience and sustainability goals.

2. Provide measurable outcomes, describe how outcomes are aligned with the purposes and priorities of the Grants in Aid Fund, and describe how outcomes directly benefit the target population. *(3,000 character count limit)*

Public Services should begin with a statement of the number of individuals that the Grant Activity will directly benefit during the Grant Term.

Arts, Culture, Community/Economic Development or Environment should begin with a statement as to how the Grant Activity supports the sustainable improvement in the well-being and quality of life of local communities, especially low to moderate income areas.

The Building Island Leadership and Development (BILD) initiative, through the Aloha+ Challenge Dashboard Lab Program, will directly benefit 6 college and/or recent graduate fellows, who will focus on the 6 Aloha+ Challenge goals that are essential in creating a climate ready O‘ahu. The program will target fellow applicants from economically and socially disadvantaged communities on O‘ahu, equipping them with tailored training and practical

experience in environmental justice, sustainability, and green workforce skills. By building capacity in these areas, the initiative addresses poverty and fosters resilience, creating a foundation for sustainable economic mobility and environmental stewardship that benefits the entire community.

BILD supports the Grants in Aid Fund's focus on economic development and community empowerment by creating workforce pathways in growing sectors that address critical needs in O'ahu's disadvantaged areas. By focusing on skill-building in GIS, data management, project planning, and policy analysis, BILD positions youth to contribute directly to O'ahu's economic, social, and environmental sustainability. These efforts will have a multiplier effect, addressing poverty by building a workforce skilled in data & technology, sustainability and enhancing community resilience against climate impacts.

Key Deliverables and Measurable Outcomes:

Deliverable: Six fellows complete the Program, each focused on an Aloha+ Challenge Goal(e.g., Clean Energy, Local Food Production).

Measurable Outcomes:
Number of fellows completing the program
Number of sustainability-focused projects engaged or supported
Number of Aloha+ Dashboard Enhancements

Deliverable: Fellows collaborate with at least 2 local partners each (12 total) to improve the Aloha+ Dashboard, incorporating refined data metrics and visualizations to aid community decision-making.

Measurable Outcomes:
Number of local partners involved in Dashboard enhancements
Quality and relevance of Dashboard updates

Deliverable: Produce 6 Policy Landscape Analyses, one per Aloha+ Challenge Priority Area, to support community education and encourage advocacy for evidence-based policy.

Measurable Outcomes:
Number of Policy Landscapes developed
Number of partner collaborations
Partner feedback on Landscape utility

Deliverable: Host 6 community webinars, one per Aloha+ Priority Area, to share knowledge and gather feedback on sustainability goals.

Measurable Outcomes:
Number of participants per webinar
Audience engagement and feedback ratings

Deliverable: Provide fellows with at least 3 career development opportunities based on fellows needs, such as industry mentorship, conferences, and workshops.

Measurable Outcomes:
Number of events attended per fellow
Fellow feedback on career support and professional growth

Deliverable: Publish an Annual Report summarizing fellows' contributions and program outcomes to O'ahu's sustainability.

Measurable Outcomes:
Report completion and distribution

3. Provide an action plan to achieve the stated measurable outcomes. If the Grant Activity involves a partnership, provide a description of each partner's role. Must include measurable milestones, specific events, or other performance measures appropriate to achieving the outcomes. *(3,000 character count limit)*

Program Setup

- **Outreach and Application Process**
  - *Activity:* Target college students and recent graduates from disadvantaged communities, to ensure a diverse applicant pool for six fellowship slots, open application process, review applications, and conduct interviews.
  - *Collaboration:* Partner with local organizations, community leaders, and University of Hawai‘i to promote the program and identify disadvantaged candidates through community outreach and partners.
  - ***Performance Metric**:* Completion of application process and selection of 6 fellows.

Participant Recruitment

- **Fellow Recruitment**
  - *Activity:* Recruit six fellows, each representing an Aloha+ Challenge priority area (e.g., clean energy).
  - ***Performance Metric**:* Cohort recruitment finalized, hire 6 fellows.
- **Onboarding and Skill Development**
  - *Activity:* Conduct workshops and training modules based on fellows' needs (e.g. leadership, data management, environmental policy, sustainability practices).
  - *Collaboration:* Establish relations with program partners (e.g. University of Hawai‘i, government partners, private sector) to serve as a mentor and advisor to fellows throughout the program.
  - ***Performance Metric**:* Orientation and training completion, established mentorship relations.

Program Engagement

- **Collaboration with Local Partners**
  - *Activity:* Fellows engage with stakeholders (e.g. government agencies, community organizations, private sector) on projects, contributing to data maintenance for the Aloha+ Dashboard.
  - ***Performance Metric**:* Completion of data updates, policy contributions, and partner collaboration reports.
- **Community Webinars and Public Engagement**
  - *Activity:* Host 6 community webinars, one per Aloha+ Challenge goal, to promote community awareness/access to resources, encourage involvement/behavior change, and collect feedback.
  - ***Performance Metric**:* Webinar completion and participant feedback.
- **Career Development Opportunities**
  - *Activity:* Organize professional development workshops, conference participation, and networking events based on fellows needs and career goals.

- ***Performance Metric**:* Participation tracking and satisfaction surveys.

Sustainability and Expansion Efforts

- **Community and Partnership Strengthening**
  - *Ongoing Activity:* Building upon existing MOUs, MOAs, and partnerships, solidify additional aid and support for 2025/2026 Fellowship Cohort (e.g. unique collaborative projects, mentorship availability, career development opportunities). Maintain strong relationships with stakeholders to support long-term program goals.
  - ***Performance Metric**:* Partnership documentation.

4. Provide a budget narrative that explains how the budget in Section III will achieve the desired outcomes. (*3,000 character count limit)*

The budget totaling $150,000 is strategically allocated across key components to achieve the desired outcomes. Direct salaries/wages and fringe benefits for college student/recent graduate fellowships (8-month, $18/hr, 20hrs/wk) and Program Coordinator (75% FTE) comprise 94% of the budget. It is essential to support those in disadvantaged communities monetarily so they may pursue professional development opportunities while meeting basic needs. Allocation to support program coordination will ensure effective execution and oversight of the program while building long-term program partnerships. Additionally, 2% of the budget is allocated towards program activity supplies such as technology services and hardware. As the program aims to target disadvantaged communities ensuring lack of access to technology (e.g. computers, technology licensing) is not an inhibiting factor for participation in the program is essential to encourage applications from those communities and successful completion of the program. Another 2% of the budget is allocated towards professional development and networking opportunities for fellows (e.g. conferences, workshops/trainings, grant writing, guest speaker honorarium). A key component of the Dashboard Lab Program is enabling fellows to participate in professional development opportunities that they may not normally be given the opportunity through academic courses or lack of personal monetary funds.

5. Provide a timeline that is complete, realistic and appropriate to achieve the desired outcomes. This timeline should also be reflected in Section IV. *(3,000 character count limit)*

The budget totaling $150,000 is strategically allocated across key components to achieve the desired outcomes. Direct salaries/wages and fringe benefits for college student/recent graduate fellowships (8-month, $18/hr, 20hrs/wk) and Program Coordinator (75% FTE) comprise 94% of the budget. It is essential to support those in disadvantaged communities monetarily so they may pursue professional development opportunities while meeting basic needs. Allocation to support program coordination will ensure effective execution and oversight of the program while building long-term program partnerships. Additionally, 2% of the budget is allocated towards program activity supplies such as technology services and hardware. As the program aims to target disadvantaged communities ensuring lack of access to technology (e.g. computers, technology licensing) is not an inhibiting factor for participation in the program is essential to encourage applications from those communities and successful completion of the program. Another 2% of the budget is allocated towards professional development and networking opportunities for fellows (e.g. conferences, workshops/trainings, grant writing, guest speaker honorarium). A key component of the Dashboard Lab Program is enabling fellows to participate in professional development opportunities that they may not normally be given the opportunity through academic courses or lack of personal monetary

funds. Approximately 0.6% of the budget is allocated to community outreach and convening expenses (e.g. venue, marketing and meeting materials). The remaining approximate 1.5% is allocated to indirect costs (e.g. supports office rental / supplies).

C. Provide evidence of the agency's ability to perform the proposed grant activity through past performance, current capacity and/or plan to acquire the capacity to perform.

1. Provide data that demonstrates proven success in offering the same, similar, or related activities to achieve the proposed outcomes. *(3,000 character count limit)*

Hawai'i Green Growth has a proven record in sustainability and workforce development through collaborations with the University of Hawai'i (UH) and other network partners to provide a Dashboard Lab Pilot Program and ongoing capstone internships with the UH Mānoa Institute for Sustainability and Resilience (ISR). In 2016, HGG, UH, and Kamehameha Schools signed an MOU to shape Hawai'i's green workforce goals for the Aloha+ Challenge. Building on this the Aloha+ Challenge Dashboard Lab Pilot Program was created and launched in Spring 2023, providing UH system students and recent graduates with training in data analysis, GIS, project management, and sustainable development policy. This program enabled participants to gain experience in enhancing the Aloha+ Dashboard as an open-data platform for accountability and transparency on progress tracking Hawai'i's sustainable development goals.

Following the Pilot, HGG began partnering with the UH Mānoa ISR in Fall 2023 to provide internships for their senior capstone students. As an extension of the Dashboard Lab Program, these internships provided tailored workforce experience aligned with the students educational area of study and career goals. Students collaborated with HGG network partners across various sectors to work on various projects that collectively enhance the Aloha+ Challenge Dashboard as a progress tracking and decision-making tool. Projects include community organization storytelling through data, development of outreach educational materials, policy landscape analyses, cross-sector working group coordination support for joint action, data visualization and user-interface enhancements, development of standard operation procedures, and previous legislative analyses to inform coordinated collective action.

Pilot program and capstone internship successes include:

- Youth Engagement in Governance: Through their projects students were able to gain experience working with multi-sector stakeholders to accomplish project deliverables and garner a better understanding of decision making processes within areas of sustainable development.
- Skill Development and Career Pipelines: Tailored training on skillsets aligned with students education and career interest enable them to garner valuable experience to help leverage the next phase of their career. Alumni have gone on to pursue further education and/or secure employment opportunities in Hawai'i and HGG network partners.
- Supporting Sustainable Communities: Through the HGG network, various agency, and community led working groups (i.e. Climate Change and Health, Holomua Initiative, Energy Equity Hui) students were able to support efforts on community resilience, environmental justice, coordinated policy action, and data collection.

2. Describe the applicant's capacity to successfully achieve the proposed outcomes.
OR

Provide a plan to acquire the capacity to successfully achieve the proposed outcomes (including how the applicant has acquired similar capacity in the past).

Responses should include organizational knowledge, staffing, fiscal resources, facilities and other resources, stakeholders and relationships, and other relevant resources. *(3,000 character count limit)*

Hawai‘i Green Growth developed the Aloha+ Challenge Dashboard, a dynamic and continuously evolving web application that monitors progress towards the 2030 goals and targets through mapping and data visualization. This cutting-edge platform is the result of a collaborative, consensus-based process involving hundreds of stakeholders from across the state, including the leadership of all four county mayors, the governor, the Office of Hawaiian Affairs, and the private sector. Through ongoing network working groups, the HGG team in collaboration with network partners works to ensure the Dashboard stays abreast of current data, trends, policies, and strategies ensuring its relevance and accuracy.

As a private-public partnership, HGG has the ability to tap into a network of over 300+ partners for various in-kind and collaborative capacity support. Previous efforts to secure capacity with the help of the network enabled the creation of the Aloha+ Challenge Dashboard Lab Pilot Program and ongoing efforts with the UH Mānoa ISR Capstone Internships. In order to successfully expand upon these previous efforts to successfully achieve the proposed outcomes of the BILD initiative, additional capacity is needed for program coordination and paid student fellowships. The current HGG team has the capacity to execute the groundwork needed to acquire additional personnel support and begin processes for the fellowship application process. Funding received through the GIA Fund will allow HGG to acquire full-time support dedicated to program coordination to ensure the BILD initiative runs smoothly and the proposed outcomes are accomplished in a timely manner. HGG will continue to leverage ongoing and underway partnership opportunities, such as an MOA with the UH College of Social Sciences, to broaden outreach to students from disadvantaged communities and strengthen academic to workforce pipelines.

D. Describe the applicant’s sustainability and/or additional long-term benefit to the community

1. Provide a plan for sustaining and / or expanding activities beyond the applicable grant period. *(2,000 character count limit)*

The Program Coordinator will collaborate with Hawai‘i Green Growth’s network of over 300 public-private partners, leveraging established relationships with organizations that have supported similar projects. This aligns with the City and OCCSR plan by emphasizing the development of a local, skilled workforce to advance sustainability and climate adaptation. Building these partnerships will enhance BILD's capacity to integrate into broader resilience and sustainability initiatives, supporting OCCSR priorities such as climate resilience, workforce capacity, and environmental justice.

GIA funding will provide a foundational investment to launch the Aloha+ Dashboard Lab Fellowship, enabling paid fellowships that align with the BILD initiative and OCCSR goals. This support will help establish measurable success metrics and demonstrate positive community impacts, strengthening HGG’s ability to attract additional funding. Documenting achievements, including the number of youth trained, skills developed, and community

engagement initiatives, will illustrate the program's effectiveness in empowering disadvantaged communities and promoting environmental justice.

Partnerships with the University of Hawai'i and community organizations will be maintained and expanded to ensure continued fellowship recruitment, mentorship, and educational opportunities. HGG will explore integrating BILD into existing UH programs and other HGG portfolios to further the Aloha+ Challenge and O'ahu's long-term sustainability goals. Establishing a successful model during the grant period will secure ongoing support for green workforce development on O'ahu.

2. Describe the applicant's capacity and resources to carry out the above plan (staffing, funding, etc.) beyond the grant period. *(2,000 character count limit)*

With the support from receiving the GIA Fund, Hawai'i Green Growth will possess the necessary capacity and resources to sustain and expand the BILD initiative beyond the initial grant period. As a UN Local2030 Hub with over a decade of experience, HGG has a proven track record in managing sustainability-focused projects, including workforce development and community-based environmental initiatives. HGG's partnerships with key institutions, such as the University of Hawai'i, have strengthened strong connections with local academic and research resources enabling HGG to support ongoing programmatic needs and mentorship opportunities. Cross-sector collaboration with government agencies and private sector partners strategically position HGG to continue aligning program developments with work force pipelines and demands.

Staffing resources include a dedicated program coordinator responsible for overseeing fellowship activities, and developing partnerships necessary for program sustainability. This role is integral to the sustainability plan, as the coordinator will actively identify and build critical partnerships with private sector stakeholders, local businesses, and governmental agencies. HGG's experienced leadership team will provide strategic guidance and support, drawing on extensive grant management skills and successful collaboration in sustainability projects across the Aloha+ Challenge framework.

With the backing of HGG's extensive network and a strong focus on measurable outcomes, the BILD initiative is well-positioned for long-term sustainability, ensuring ongoing capacity to serve O'ahu's youth and strengthen the island's green workforce.

E. No CITY funds or assistance.

The highest consideration will be given to applicants that do not receive other funding or any form of assistance from the CITY. While applicants that receive other funding or assistance from the CITY may apply for Grants in Aid funding, the extent of funding or assistance already received in relation to services provided must be considered prior to awarding Grants in Aid funds.

A percentage of the sub-total criteria points will be awarded to Grantees based on the criteria below and the information about past funding / assistance from the CITY that follows.

The applicant has received no award from the CITY within the last 3 years.	**10%**
The applicant has received 1-2 awards from the CITY within the last 3 years.	**7%**

The applicant has received 3-5 awards from the CITY within the last 3 years.	**5%**
The applicant has received between 6-9 awards from the CITY within the last 3 years.	**3%**
The applicant has received 10 or more awards from the CITY within the last 3 years.	**0%**

GRANTEE RECEIPT OF CITY GRANTS

Identify all CITY grants received by Grantee (or Fiscal Sponsor) in the last three (3) years. Information will be verified by the CITY.

1. Grant Activity Name & Contract #: **NA**
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

2. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

3. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

4. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

5. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

6. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

E. Age Friendly Honolulu (Complete only if applying for the bonus points)
Consideration is to be given to applicants that incorporate the vision and goals of the Age-Friendly Honolulu Program (as codified in ROH Chapter 2, Article 22), including but not limited to (1) enabling residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active; and (2) removing barriers to inclusion for and providing support services to vulnerable residents and/or have physical limitations.

<u>If awarded bonus points for being an Age-Friendly Honolulu project, the Grantee will be subject to additional reporting requirements, including but not limited to name, age, and physical location of seniors being served by the project.</u>

To be eligible for the bonus points as an Age-Friendly Honolulu project an organization must demonstrate the proposal aligns with Age-Friendly Honolulu's priorities by completing the following TWO steps:

1) Go the following website https://www.hiphi.org/age-friendly-honolulu/ to access an Age-Friendly Honolulu training video. The video should be watched by at least one (1) person from the non-profit organization in a leadership position (Executive Director, Administrator, or equivalent). This video will define an "age-friendly city" and explain what types of projects align with the Age-Friendly Honolulu Vision.

2) Complete the section below by selecting which Age-Friendly Honolulu category best fits the activities of your organization and providing a brief description of how your proposal is an Age-Friendly Honolulu project.

☐ Enabling Residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active, particularly at the oldest ages

☐ Providing Kupuna with meaningful roles in the community, including mentors, volunteers, or through intergenerational programming

☐ Removing barriers to support community inclusion and accessibility for persons of all abilities.

3) How is your proposal an Age-Friendly Honolulu Project and explain how your organization can meet the additional reporting requirements if awarded? *(2,000 character count limit)*

Proposal 54

APPENDIX A: TIER II GRANT PROPOSAL (Grants $25,000 to $150,000)
SOLICITATION NO. RGP-DCS-GIA2026

Instructions: The proposal below must be completed in full. Responses must be provided in the fillable boxes provided. Where annotated, the fillable boxes have predetermined maximum limits on character counts. Letters, numbers, punctuation marks, and spaces are included in the character count limits.

SECTION I
SUMMARY

A. Grantee Legal Name:	Hawaii Opera Theatre
B. Is Grantee a Fiscal Sponsor?	☐ Yes ☒ No
C. Grant Activity Name:	Hawaii Opera Theatre's Oahu Education Programs
D. Briefly describe the Grantee's background, history (including year established), and mission. *(400 character count limit)*	
Established in 1960 as part of the Honolulu Symphony, and incorporated in 1980, Hawaii Opera Theatre (HOT) enriches the quality of life in our island communities through engaging repertoire and education programs that share the inspirational power and joy of opera in its many forms and reflects and enhances the cultural diversity of our Hawaiian home.	
E. Briefly describe the Grant Activity and public need being filled. *(400 character count limit)*	
HOT's Education & Outreach programs fill a substantial gap in our keiki's education by bringing music into Oahu schools and the community, harnessing the multidisciplinary nature of opera to support and enhance classroom learning. Music plays a significant educational role by improving academic performance, social-emotional skills, brain development, and creativity.	
F. Briefly summarize Grant Activity outcomes and measures of success, including number and description of those served. *(400 character count limit)*	
HOT's Education Programs will serve over 13,000 Oahu K-12 students, and their teachers, many of whom are low- to moderate-income, by touring a child-friendly opera with 44 shows, working with 4 schools to create mini-operas, performing 3 mainstage operas for 1,500 students and teachers, training 18 high school singers on solo voice performance, and conducting two Family Days for 600 people.	
G. Council District **Check all districts that will benefit from the Grant Activity. Provide the amount requested per district. Amounts must be in whole numbers only.**	
☒ District 1 $2,655	☒ District 2 $27,600
☒ District 3 $41,895	
☒ District 4 $23,340	☒ District 5 $5,310
☒ District 6 $6,645	
☒ District 7 $10,635	☒ District 8 $15,960
☒ District 9 $15,960	

Total Amount Requested (must be $25,000 to $150,000)	**$150,000**

H. Type of Grant Activity (pick ONE category that best reflects the Grant Activity):		
1. Public Services: Projects in this category will support qualified public services and programs for the target populations deemed by the CITY to be most vulnerable.		
☐ A. Public Service – Seniors	☐ B. Public Service - Children	☐ C. Public Service - Disabilities
☐ D. Public Service – Homeless	☐ E. Public Service – Domestic Violence	☐ F. Public Service – Substance Abuse
☐ G. Public Service – Mental Health	☐ H. Public Service – Other (describe):	
2. Arts, Culture, Community/Economic Development, and the Environment: Projects in this category will support the sustainable improvement in the well-being and quality of life of local communities, especially low- to moderate income areas.		
☒ A. Arts	☐ B. Culture	☐ C. Community Development
☐ D. Economic Development	☐ E. Environment	

GRANTEE'S CERTIFICATION AND SIGNATURE

The undersigned, subject to personal liability and penalty under applicable law, certifies that he or she: (i) is authorized to sign this Grant Proposal; (ii) personally prepared or reviewed the matters found in this Grant Proposal (including any related documents/attachments); (iii) asserts all statements made in this Grant Proposal (including all attachments) are true, accurate and complete; (iv) has the requisite skills and knowledge to assert the foregoing certification; and (v) has complied and shall continue to comply with all applicable requirements of Chapter 6, Article 29 of the Revised Ordinances of Honolulu 2021, as amended (Link), regarding private organizations receiving grants of public funds from the City and County of Honolulu.

Signature of Grantee (Fiscal Sponsor) Officer

Printed Name and Title: Andrew Morgan, General Director & CEO

11/22/24

Date

CERTIFICATE OF THE BOARD OF DIRECTORS NO OBLIGATIONS IN ARREARS

The undersigned of the Board ("Grantee") hereby certifies that the Grantee or any principal of the Grantee or sponsored organization (where the Grantee is a Fiscal Sponsor) is not in arrears on any financial or other obligation owed to the City & County of Honolulu, a municipal corporation of the State of Hawaii.

(Signature)

Linda C. Nelson
(Print name)

CERTIFICATE OF THE BOARD OF DIRECTORS AUTHORIZATION TO ASSIGN AUTHORITY

The undersigned of the Board ("Grantee") hereby certifies that Andrew Morgan (name), General Director + CEO (title), has been authorized by the Board of Directors to sign proposals, contracts, and related documents on behalf of the Grantee. Accordingly, I hereby assign the authority by the Board to execute proposals, contracts, and contract amendments on behalf of the Grantee, and further certify that the assigned is given the power and authority to do all things necessary to implement, maintain, amend, or renew such contracts, including but not limited to the delegation of signing authority to another employee of the Grantee.

(Signature)

Linda C. Nelson
(Print name)

STATE OF HAWAII)
CITY AND COUNTY OF HONOLULU)

On this 21st day of November, 2024, before me appeared Linda C. Nelson, personally known to me, who, being by me duly sworn, did say that he/she is the Vice President of the Board of Directors and that the corporation has no corporate seal, and that said instrument was signed in behalf of said corporation by authority of its Board of Directors, and said she acknowledged said instrument to be the free act and deed of said corporation.

MIHAIL GILEVICH NOTARY 16-241 PUBLIC STATE OF HAWAII

Mihail Gilevich
Notary Public, State of Hawaii

My Commission expires: July 10, 2028

MIHAIL GILEVICH
Notary Public # 16-241
My Commission Expires July 10,2028
Ph: (808) 797-9487

Doc. Date: 11-21-2024 # Pages 1
Name: Mihail Gilevich 1st Circuit
Doc. Description: Certificate of the Board of Directors No Obligations in Arrears & Authorization to assign authority

Signature 11-21-2024 Date

NOTARY CERTIFICATION

MIHAIL GILEVICH NOTARY 16-241 PUBLIC STATE OF HAWAII

MIHAIL GILEVICH
Notary Public # 16-241
My Commission Expires July 10,2028
Ph: (808) 797-9487

SECTION II
GRANT ACTIVITY INFORMATION

A. Describe how the community need, stated problem/issue, and target population are effectively validated. The description must include how the public services' target population is vulnerable or how the arts, culture, community/economic development, or environmental activities will especially support low- to moderate-income areas.

1. Provide substantive data and other qualifying information to demonstrate how the problem/issue impacts the target population and is a community priority that needs to be addressed. *(4,514 of 5,000 character count limit)*

Hawaii's K-12 students lack access to arts education. Many of the schools that Hawaii Opera Theatre (HOT) serves have no music or performing arts programs of their own and depend on HOT to expose students to classical music and theatre via opera. According to the Arts Education Partnership, Hawaii is one of 21 states that do not define the arts as a core subject and one of 25 states that do not require any course credits in the arts for high school graduation. This is compounded by budget cuts that primarily target arts programs and other "non-core" subjects.

On March 3, 2022, the Hawai'i State Board of Education adopted the National Core Arts Standards (NCAS) for grades K-12, for Hawai'i public schools. While the NCAS will provide teachers and students with updated standards, no new funding, positions, or other resources accompanied this change.

As documented by the Brookings Institution, over the last few decades, the proportion of students receiving arts education has shrunk drastically.This trend is primarily attributable to the expansion of standardized-test-based accountability which has pressured schools to focus resources on tested subjects. These pressures have disproportionately affected access to the arts in a negative way for students from historically underserved communities.

Students served by HOT face additional challenges, such as poverty. Forty percent of the Oahu schools HOT serves with its Education Programs are Title I, where at least 40% of students are considered low-income based on their eligibility for federal free and reduced lunch programs. Some of these Title I schools report a much higher average of students living in poverty. For example, at Palolo Elementary, Pope Elementary, Puuhale Elementary, Royal School, and Waipahu Elementarys more than two-third of students are eligible for federal free and reduced lunch programs. At least three of the schools served by HOT have student populations that are predominantly Pacific Islander (Native Hawaiian and Micronesian) – a group that is historically underserved. With low-income and minority students at the highest risk of dropping out of school, access to the arts is vital to maintain engagement in school especially for at-risk students in these communities.

Community based organizations like HOT are more important now than ever before to provide arts education for Oahu's K-12 students.

The American Academy of Arts & Sciences convened a Commission to examine the challenges of access to arts education in public schools. To reverse decline in access to arts education, the Commission's 2021 policy recommendations include making the arts an important part of every child's education by offering a diverse set of arts classes and including arts among the core distribution requirements and ensuring adequate and equitable arts education funding.

Academic research has shown the positive impact on student and parent engagement for students who participated in arts at their schools. A 2021 study that analyzed 11 years of arts education data (The Arts Advantage: Impacts of Arts Education on Boston Students, Bowen and Kisida) found that participation in the arts improved attendance for all students, but even more so for those with Individualized Education Plans and who are chronically absent. Further, when more students attended arts courses, the study found that teachers were more likely to report students invested extra effort into their work and students reported greater levels of belonging at school and engagement in learning.

Access to the arts supports students' educational, social, and emotional well-being, playing an important role in their development, especially for the traditionally underrepresented, those with special needs or from low-income families. A 2019 large-scale randomized controlled trial study by the Brookings Institute found a substantial increase in arts educational experiences has remarkable impacts on students' academic, social, and emotional outcomes.

B. Describe the proposed plan

1. Provide a description of the Grant Activity. This description will be used as the scope of services in the contract. Describe why you chose this Grant Activity and how it will effectively address the community's problem / need. *(2,949 of 3,000 character count limit)*

HOT will serve over 12,000 K-12 students and their teachers on Oahu with its Education Programs which will include:

Opera Express: HOT's will tour a child-friendly version of an opera to 8,800 unduplicated elementary and middle school students at 25 schools and other community venues across Oahu with 44 performances. Schools will receive teaching materials to integrate the curriculum into classroom learning and enhance the experience with audience participation.

Opera Residencies: HOT residencies will guide five Oahu schools on the production of a mini opera with students engaging in singing, performing, and stage production roles, culminating in performances for the entire school. HOT will work closely with educators to interweave their established curriculum into the productions.

Opera for Everyone: At least 900 K-12 students and their teachers will enjoy the final full orchestra dress rehearsal of each of HOT's three mainstage productions.

Orvis Young Voices Studio: HOT will provide 20 singers in high school the opportunity to explore the world of solo vocal performance through workshops and master classes with guest clinicians on the use of the voice, diction, acting/movement, interpretation, stage combat, performance practice, and more.

Family Day: Approximately 600 students will enjoy two Family Day open houses to experience the behind-the-scenes aspects of opera production, including trying on costumes, wigs, and makeup, learning about lighting and the set making process, and enjoying performances by the Hawaii Youth Opera Chorus or Orvis Studio students.

Additionally, HOT will serve 900 kupuna through programs described in section F: Age Friendly Honolulu.

The arts have the power to resonate and connect with people of all backgrounds and abilities. Opera, specifically, is multi-disciplinary and arguably the most complete art form. It provides a wealth of opportunities for young people to learn and participate through music, drama, dance, words and art, while offering so many ways to tap into curriculum subjects from drama and literature to art and foreign languages.

With over 30 years of experience delivering award-winning education programs, HOT will help fill the critical void in Hawaii's K-12 school curricula by bringing engaging arts experiences directly to students and providing students with a fundamental education in opera and musical theatre.

HOT's program model eliminates cost and logistic barriers, especially for students who are low-income or underserved. HOT is the only organization bringing the art of opera to Oahu students and offers a wide variety of educational opportunities along a spectrum of activities, from watching an opera to performing in an opera to training to become an opera singer.

HOT's unique programs were created to meet State education standards and developed with teachers and DOE officials to ensure their relevancy to each school and, specifically, Title I schools.

2. Provide measurable outcomes, describe how outcomes are aligned with the purposes and priorities of the Grants in Aid Fund, and describe how outcomes directly benefit the target population. *(2,563 of 3,000 character count limit)*

Public Services should begin with a statement of the number of individuals that the Grant Activity will directly benefit during the Grant Term.

Arts, Culture, Community/Economic Development or Environment should begin with a statement as to how the Grant Activity supports the sustainable improvement in the well-being and quality of life of local communities, especially low to moderate income areas.

HOT's Education Programs supports the sustainable improvement in the well-being and quality of life of Oahu's K-12 students by providing students, including those in low- to moderate-income areas, with meaningful and engaging arts education and experiences. As supported by research, these types of experiences contribute to students' academic, social, and emotional well-being. HOT's award-winning Education Programs bring a type of arts experience and arts education that no other organization in Hawaii provides. HOT is the only organization bringing the art of opera to students. Furthermore, the wide variety of educational opportunities provided by HOT enables students to participate along a spectrum of activities, thus making opera accessible and engaging to students.

HOT makes a special effort to bring its Education Programs to low-income schools. Participating schools with at least half of the students qualifying as Title I include Ewa Elementary, Heeia Elementary, Kaimiloa Elementary, Palolo Elementary, Pope Elementary, Puuhale Elementary, Royal Schools, Waiahole Elementary, Waialua Elementary, and Waipahu Elementary.

HOT's Opera Express tour will include 44 performances serving 8,800 students and their teachers at 20 Oahu elementary and middle schools. Opera Express will be advertised at the end of 2024-2025 school year, with individual follow up to schools as teachers return for the Fall. Bookings are scheduled directly with HOT on a first-come, first-available basis.

HOT's Opera residencies will serve five Oahu schools to stage and produce mini operas, impacting at least 1,800 students, teachers and administrators, and family members.

HOT's Opera for Everyone will serve at least 900 Oahu K-12 students and teachers with attendance at the full dress rehearsal of each of HOT's three 2025-2026 mainstage productions.

HOT's Orvis Young Voices Studio will serve 20 high school students on Oahu.

At least 600 students will participate in HOT's two Family Day open houses.

HOT's Education Programs play a vital role in providing as many students as possible with access and exposure to the arts in schools. Teachers say their students are able to focus better, contribute to group activities, and show confidence and enthusiasm in classroom studies. A school counselor at Waikele Elementary said, "Some of our students who aren't so academically inclined… we see many of them shine on stage. They're able to learn their lines, project their voices, and connect with the music. It's really refreshing to see that come through our students."

3. Provide an action plan to achieve the stated measurable outcomes. If the Grant Activity involves a partnership, provide a description of each partner's role. Must include measurable milestones, specific events, or other performance measures appropriate to achieving the outcomes. *(2,936 of 3,000 character count limit)*

Opera Express: In late Spring 2025, HOT's Education Team will produce an age-appropriate opera designed to tour the state during the 2025-2026 academic year. Concurrently, HOT will develop study guides to enhance teachers' curriculums, including a synopsis of the show and classroom activities. A total of 44 shows will be performed in October and November 2025 and February and March 2026 on Oahu at school and community venues. These tours will be advertised at the end of the current school year with individual follow-up to schools as teachers return for the Fall. Bookings are scheduled on a first-come, first-served basis.

Opera Residencies: HOT will work closely with five participating schools on Oahu to turn their classrooms into mini opera production companies. Meetings with teachers begin in the Fall to discuss project schedules, goals, and curriculum tie-ins. Many select "create-your-own" opera, involving story writing based on poems created by the students which later become songs in the production. HOT's teaching artists will work with students on vocal and stage exercises to prepare performance work before auditions are held. 15-21 one-hour rehearsals will culminate in a performance for the entire school with HOT-provided equipment (lighting, sound system, mic, pipes-and-drapes, an electric piano, and more).

Opera for Everyone: HOT will advertise the opportunity to see the full orchestra dress rehearsal of each of HOT's three mainstage operas for just $7 at the beginning of the school year to teachers and parents. Students will attend the rehearsal performances prior to the mainstage opera performances during the 2025-2026 season.

Orvis Young Voices Studio: Auditions for singers in grades 9-12 will be held in May and June for the 2025-2026 program. Information about the program is spread through our network of teachers and schools to encourage promising teenage singers to audition. Weekend workshops will be held throughout the year and, in addition, there will be periodic masterclasses with opera/musical theater professionals offered as well as invitations to performances. HOT will organize and present a recital featuring the program's students in

Spring 2026 that will be attended by the family members, friends, teachers, and other students.

Family Days: One open house will be planned for October 2025 and the second for April 2026 to coincide with HOT's Opera Express touring production on the mainstage.

HOT will track, analyze, and report the measurable outcomes, including attendance at Opera for Everyone, number of schools and students participating in Opera Express and Opera Residencies, and students participating in Orvis Young Voices Studio.

HOT measures long term success by the sustained demand for its Education Programs in schools. Post-project discussions with stakeholders and written testimonials are used to assess program effectiveness and to guide future program delivery.

4. Provide a budget narrative that explains how the budget in Section III will achieve the desired outcomes. *(807 of 3,000 character count limit)*

HOT respectfully requests $150,000 to achieve the outcomes stated above. The budget items requested cover direct expenses of the Education Programs on Oahu.

Included in the GIA budget are eight months of salaries & wages and benefits for 0.70 FTE members of the Education staff totaling $66,270. These staff members directly plan, oversee, and implement the Education Programs.

HOT has requested $68,469 to cover professional and contractual fees. HOT contracts with teaching artists for the Opera Residencies and three singers per week during the Opera Express tour. These hired artists are all local talent and members of HOT's Mae Z. Orvis Opera Studio Program, providing on island employment opportunities in their profession. Also included are contract fees for the Hawaii Symphony Orchestra for the Opera for Everyone performances.

A total of $7,500 in other costs is being requested for facility rent for the three Opera for Everyone performances.

5. Provide a timeline that is complete, realistic and appropriate to achieve the desired outcomes. This timeline should also be reflected in Section IV. *(1,727 of 3,000 character count limit)*

HOT's Education Team begins planning for the Education Programs in June/July, including commencing auditions and rehearsals. Programming coincides with the opening of the opera season in October according to the following timeline:

- May/June 2025: Auditions held for Orvis Young Voices Studio participants.
- August/September 2025: HOT confirms schools that will participate in Opera Express and Opera Residency programs and begins planning meetings with teachers and staff.
- September 2025: HOT confirms which schools and classes will participate in Opera for Everyone.
- September 2025-March 2026: Orvis Young Voices Studio students work with members of the HOT staff as well as local artists and professionals in group workshops, masterclasses, and one-on-one sessions.

- October 2025-May 2026: Opera Residency projects implemented with 1-2 hands-on instruction days per week at each school, culminating in performances for the entire school population.
- October 2025: Students attend Opera for Everyone's full orchestra dress rehearsal of HOT mainstage production.
- October 2025: Family Day open house held.
- October-November 2025: Opera Express Fall Tour begins a 2-3 week run of 20-25 performances on Oahu.
- February 2026: Students attend Opera for Everyone's full orchestra dress rehearsal of HOT mainstage production.
- February-March 2026: Opera Express Spring Tour begins a 2-3 week run of 20-25 performances on Oahu.
- March 2026: Orvis Young Voices Studio students participate in recital.
- April 2026: Family Day open house held.
- April 2026: Students attend Opera for Everyone's full orchestra dress rehearsal of HOT mainstage production.
- April/May 2026: Outreach and advertising conducted on all programs for next school year.

C. Provide evidence of the agency's ability to perform the proposed grant activity through past performance, current capacity and/or plan to acquire the capacity to perform.

1. Provide data that demonstrates proven success in offering the same, similar, or related activities to achieve the proposed outcomes. *(2,550 of 3,000 character count limit)*

HOT has been an integral part of the community since its first performances in March 1961 -- just 18 months after Hawaii became a state. Since that time, HOT has produced over 173 productions of opera, operetta and musical theatre. HOT's Education Programs began as an experiment in 1991 with a single dedicated opera performance attended by 1,800 students. Today, HOT's Education Programs reach over 12,000 K-12 students and their families across the state each year through several programs, including Opera Express, Opera Residencies, Opera for Everyone, Mae Z. Orvis Opera Studio, and Orvis Young Voices Studio. Nearly half of schools served are Title I and many of the students who participate might not otherwise have access to opera or classical music. After years of successful productions, the HOT Education Team has a strong track record in delivering these programs.

Demand for HOT's Education Programs continues to recover from the COVID-19 pandemic impacts. This year's Opera Express tour of Puccini's Turandot included 63 performances on Oahu, Kauai, and Maui reaching 12,000 elementary and middle school students, including home-schooled children and children from military families.

HOT's Opera Residency program won an Opera America award for its innovative approach to teaching students how to put on an opera. This past year, HOT's Opera Residency Program worked with seven different elementary schools, an increase from four schools in the previous year: Kahala, Blanche Pope, Ka'a'awa, Ka'ōhao, Waiahole, Waikele, and He'eia Elementary Schools. Students worked to create operas based on their school location, local flora and fauna, and ancient Hawaiian and Pacific Island lore, culminating in a performance for their peers and communities.

The Mae Z. Orvis Opera Studio is now in its 25th year of providing training and performance opportunities to local singers through performance classes, masterclasses, and individual coaching. The 2023-24 Mae Z. Orvis Studio included 26 participants, a 73% increase from

the previous year. During monthly meetings, participants developed their vocal mastery, artistic repertoire and musical styles, language facility, audition skills, and business acumen.

Now in its 10th year, the Orvis Young Voices Studio enables young singers to grow as artists, make contacts, and become confident performers. This program identifies talented young singers with the potential to eventually advance to the Orvis Opera Studio. The 2023-24 program was comprised of 20 members, a 33% increase from last year.

2. Describe the applicant's capacity to successfully achieve the proposed outcomes.
OR
Provide a plan to acquire the capacity to successfully achieve the proposed outcomes (including how the applicant has acquired similar capacity in the past).

Responses should include organizational knowledge, staffing, fiscal resources, facilities and other resources, stakeholders and relationships, and other relevant resources. *(2,460 of 3,000 character count limit)*

HOT has invested considerable resources into its Education Programs over the decades, and they remain a centerpiece of HOT's mission and strategic plan. Programs are conducted at the schools, Neal S. Blaisdell Concert Hall, in HOT's rehearsal space which is housed in a building owned by HOT, and at community venues across the City and County of Honolulu.

HOT maintains strong relationships with Oahu schools and teachers. These schools are HOT's partners in effectively implementing its Education Programs to produce meaningful outcomes for the students. HOT continues to expand these programs to more schools through its outreach efforts.

As part of the Opera Residency program, HOT maintains and loans to schools its equipment, such as lighting, sound system, microphones, pipes-and-drapes, and an electric piano.

HOT's General Director and CEO, Andrew Morgan, leads all aspects of HOT's operations, including all artistic, production and education programming, as well as all planning, marketing, fund development, finance, personnel, and board relations. He has over 25 years of comprehensive hands-on experience as a manager, performer, and stage director. He served as Director of Development at the San Francisco Opera, Executive Director of American Bach Soloists, and other various positions. Andrew holds a Bachelor's Degree from Northern Illinois University and a Master's Degree from the University of Illinois-Champaign/Urbana.

Erik Haines is HOT's Director of Education Programs. He is credited with HOT's Opera America Success Award for educational programming. Erik has been a National Association of Teachers of Singing State Governor, board member of the Hawaii Arts Alliance, and president of the Waikele Elementary PTSO. He has a Master's Degree in Music and Voice Concentration from the University of Hawaii at Manoa and has taught there as well as at Chaminade University, Windward Community College, and Punahou School.

Kawaiola Murray, Education Operations Manager, manages all aspects of planning and execution for HOT's Education Programs.

Eric Schank, Education Music Specialist, develops, rehearses, provides technical support for and performs in HOT's Opera Express and Opera Residencies. Eric participates in the Orvis Young Voices Studio program, including coaching and accompanying for classes, production

rehearsals and various public performances. He joined HOT in 2005 and attended the University of Hawaii and the University of Akron.

D. Describe the applicant's sustainability and/or additional long-term benefit to the community

1. Provide a plan for sustaining and / or expanding activities beyond the applicable grant period. *(1,475 of 2,000 character count limit)*

HOT has been growing its Education Programs for over 30 years and is committed to reach even more students and schools and seek new opportunities to change lives through the power of opera. HOT recently embarked on process that will resulted in a new 5-year strategic plan; education continuing to be an important program pillar. A council of community partners who value the impact of arts on students' success advises HOT on its education programs. HOT also uses program evaluation data to guide development of future program offerings. HOT will continue to pursue financial support from individual, foundation, and government sources which have provided a reliable stream of income to support HOT's Education Programs for many years.

HOT maintains valuable partnerships with schools and libraries, peer arts organizations (Hawaii Theatre Center, Hawaii Symphony Orchestra, Hawaii Youth Opera Chorus), museums (Hawaii State Art Museum, Honolulu Museum of Art, Bishop Museum), public spaces (SALT in Kakaako, Ala Moana Shopping Center, International Marketplace), and local media outlets (Hawaii Public Radio).

HOT is also acting to expand the appeal of its productions to new and younger audiences. The HOT Asia-Pacific Voices Project is building bridges between opera and people from Oceania and Asia, by casting diverse singers, directors and conductors; emphasizing a local cast and crew; and commissioning works with Hawaiian and Asia-Pacific themes.

2. Describe the applicant's capacity and resources to carry out the above plan (staffing, funding, etc.) beyond the grant period. *(1,604 of 2,000 character count limit)*

HOT has a long and successful track record of delivering compelling, high quality education programs for Hawaii's students, including having a strong team of long-time staff as well as the continuing financial support from a variety of individual, private foundation, and government funding sources. There is every reason to believe this support will continue to grow. HOT's financial stability is demonstrated by its strong balance sheet, anchored by the freehold ownership of its office building, which generates significant rental income for HOT, as well as investment portfolios with a combined value of over $6.5 million -- a reflection of HOT's success in building its legacy giving program.

HOT works constantly to increase revenues from ticket sales; contributions from donors; federal, State, county, and private grants; and fundraising events, such as its popular annual Opera Ball last held in April.

To introduce new audiences to HOT, in 2023 HOT launched Studio 101, a new performance series featuring a mixed repertoire of opera, art songs, jazz, Hawaiian music. In 2024 HOT rolled out a new logo and style guide as part of a rebranding to reflect its updated vision and mission statement. HOT also completed a redesign of their website in 2024.

HOT will further expand its educational outreach through redevelopment of its Opera Plaza. A recent, generous bequest coupled with the announcement of a new Capital Campaign will enable HOT to transform a former art gallery space in the Hawaii Opera Plaza into a flexible space for HOT's education programs, rehearsals, events, and performances. Rental income from the new space will support HOT programs.

E. No CITY funds or assistance. The highest consideration will be given to applicants that do not receive other funding or any form of assistance from the CITY. While applicants that receive other funding or assistance from the CITY may apply for Grants in Aid funding, the extent of funding or assistance already received in relation to services provided must be considered prior to awarding Grants in Aid funds. A percentage of the sub-total criteria points will be awarded to Grantees based on the criteria below and the information about past funding / assistance from the CITY that follows.	
The applicant has received no award from the CITY within the last 3 years.	**10%**
The applicant has received 1-2 awards from the CITY within the last 3 years.	**7%**
The applicant has received 3-5 awards from the CITY within the last 3 years.	**5%**
The applicant has received between 6-9 awards from the CITY within the last 3 years.	**3%**
The applicant has received 10 or more awards from the CITY within the last 3 years.	**0%**

GRANTEE RECEIPT OF CITY GRANTS

Identify all CITY grants received by Grantee (or Fiscal Sponsor) in the last three (3) years. Information will be verified by the CITY.

1. Grant Activity Name & Contract #: Hawaii Opera Theatre Educational Outreach Programs #CT-DCS-2400029
   Grant Period: 10/01/23-09/30/24 Grant Amount: $125,000
   Grant Purpose: To support HOT Education Programs on Oahu
   Grant Activity Status: ☐ Underway ☒ Completed ☐ Canceled
   Administrating Division: Department of Community Services

2. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

3. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

4. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____

E. Age Friendly Honolulu (Complete only if applying for the bonus points)
Consideration is to be given to applicants that incorporate the vision and goals of the Age-Friendly Honolulu Program (as codified in ROH Chapter 2, Article 22), including but not limited to (1) enabling residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active; and (2) removing barriers to inclusion for and providing support services to vulnerable residents and/or have physical limitations.

If awarded bonus points for being an Age-Friendly Honolulu project, the Grantee will be subject to additional reporting requirements, including but not limited to name, age, and physical location of seniors being served by the project.

To be eligible for the bonus points as an Age-Friendly Honolulu project an organization must demonstrate the proposal aligns with Age-Friendly Honolulu's priorities by completing the following TWO steps:

1) Go the following website https://www.hiphi.org/age-friendly-honolulu/ to access an Age-Friendly Honolulu training video. The video should be watched by at least one (1) person from the non-profit organization in a leadership position (Executive Director, Administrator, or equivalent). This video will define an "age-friendly city" and explain what types of projects align with the Age-Friendly Honolulu Vision.

2) Complete the section below by selecting which Age-Friendly Honolulu category best fits the activities of your organization and providing a brief description of how your proposal is an Age-Friendly Honolulu project.

☒ Enabling Residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active, particularly at the oldest ages

☐ Providing Kupuna with meaningful roles in the community, including mentors, volunteers, or through intergenerational programming

☐ Removing barriers to support community inclusion and accessibility for persons of all abilities.

3) How is your proposal an Age-Friendly Honolulu Project and explain how your organization can meet the additional reporting requirements if awarded? *(1,518 of 2,000 character count limit)*

HOT's Education Programs are an Age-Friendly Honolulu Project as they enable residents of all ages to participate in activities that keep them socially engaged, healthy, and active. HOT's mainstage opera performances are well attended by Oahu kupuna and made accessible via supertitles, audio devices, and other handicap accommodations.

HOT programs that serve Honolulu's kupuna include:

Season Preview Outreach: In advance of the mainstage season, HOT will present a program previewing each of the productions, including background on the operas and musical selections, that will be presented at Hawaii Opera Plaza's Studio 101 space as well as retirement communities such as Kahala Nui and Arcadia.

Opera Preview Lectures: Approximately ten days prior to each of HOT's mainstage productions, volunteer musicologist (and kupuna) Dr. Lynne Johnson will present a lecture on

the opera and moderate a panel discussion with artists, an event that primarily serves kupuna.

Lanai Lectures: Immediately prior each mainstage performance, Dr. Lynne Johnson presents short, informative lectures to help audiences better appreciate the performance. These lectures primarily serve kupuna.

HOT commits to the additional reporting requirements if awarded, including documentation of attendance at all related events, with third-party confirmation as possible. HOT will also provide photos, as practicable, and case studies or anecdotes, collected through audience surveys. Pertinent staff will also attend monthly meetings as required.

Proposal 55

APPENDIX A: TIER II GRANT PROPOSAL (Grants $25,000 to $150,000)
SOLICITATION NO. RGP-DCS-GIA2026

Instructions: The proposal below must be completed in full. Responses must be provided in the fillable boxes provided. Where annotated, the fillable boxes have predetermined maximum limits on character counts. Letters, numbers, punctuation marks, and spaces are included in the character count limits.

SECTION I
SUMMARY

A. Grantee Legal Name:	Hawaii Performing Arts Company, LTD. dba Mānoa Valley Theatre
B. Is Grantee a Fiscal Sponsor?	☐ Yes ☒ No
C. Grant Activity Name:	On the Rise Artists at Mānoa Valley Theatre

D. Briefly describe the Grantee's background, history (including year established), and mission. *(400 character count limit)*

Founded in 1969, the mission of Mānoa Valley Theatre (MVT) is to entertain and enrich Hawaii's audiences and artists through the production and promotion of live theatre. Our thought-provoking entertainment and educational opportunities enhance Hawaii's cultural community, develop Hawaii's theatre artists, and train students and young adults in dramatic and technical fields for theatre and beyond.

E. Briefly describe the Grant Activity and public need being filled. *(400 character count limit)*

The *On the Rise Concert Series*, produced in partnership with the Henry Kapono Foundation, supports Hawaii's emerging musicians with mentorship, workshops, and performance opportunities alongside iconic local artists Beyond its professional impact, the six-concert donate-what-you-can series prioritizes inclusivity and accessibility, contributing to the well-being of both artists and audiences.

F. Briefly summarize Grant Activity outcomes and measures of success, including number and description of those served. *(400 character count limit)*

The *On the Rise Concert Series* will empower 12 emerging Hawaii musicians by offering professional mentorship and performance experiences. Success will be measured through qualitative feedback, skills development in areas like branding and stage presence, and audience engagement. Six concerts will bring these artists to an estimated 600 attendees, increasing access to Hawaii's cultural and musical heritage.

G. Council District
Check all districts that will benefit from the Grant Activity. Provide the amount requested per district. Amounts must be in whole numbers only.

☐ District 1 $	☐ District 2 $	☒ District 3 $8750
☒ District 4 $8750	☒ District 5 $8750	☒ District 6 $8750
☐ District 7 $	☐ District 8 $	☐ District 9 $

Total Amount Requested (must be $25,000 to $150,000)	$35,000

H. Type of Grant Activity (pick ONE category that best reflects the Grant Activity):		
1. Public Services: Projects in this category will support qualified public services and programs for the target populations deemed by the CITY to be most vulnerable.		
☐ A. Public Service – Seniors	☐ B. Public Service - Children	☐ C. Public Service - Disabilities
☐ D. Public Service – Homeless	☐ E. Public Service – Domestic Violence	☐ F. Public Service – Substance Abuse
☐ G. Public Service – Mental Health	☐ H. Public Service – Other (describe):	
2. Arts, Culture, Community/Economic Development, and the Environment: Projects in this category will support the sustainable improvement in the well-being and quality of life of local communities, especially low- to moderate income areas.		
☒ A. Arts	☐ B. Culture	☐ C. Community Development
☐ D. Economic Development	☐ E. Environment	

GRANTEE'S CERTIFICATION AND SIGNATURE

The undersigned, subject to personal liability and penalty under applicable law, certifies that he or she: (i) is authorized to sign this Grant Proposal; (ii) personally prepared or reviewed the matters found in this Grant Proposal (including any related documents/attachments); (iii) asserts all statements made in this Grant Proposal (including all attachments) are true, accurate and complete; (iv) has the requisite skills and knowledge to assert the foregoing certification; and (v) has complied and shall continue to comply with all applicable requirements of Chapter 6, Article 29 of the Revised Ordinances of Honolulu 2021, as amended (Link), regarding private organizations receiving grants of public funds from the City and County of Honolulu.

Signature of Grantee (Fiscal Sponsor) Officer

11-20-2024
Date

Printed Name and Title:
Kathleen Young
Executive Director

CERTIFICATE OF THE BOARD OF DIRECTORS NO OBLIGATIONS IN ARREARS

The undersigned of the Board ("Grantee") hereby certifies that the Grantee or any principal of the Grantee or sponsored organization (where the Grantee is a Fiscal Sponsor) is not in arrears on any financial or other obligation owed to the City & County of Honolulu, a municipal corporation of the State of Hawaii.

(Signature)

Jeffry Portnoy
(Print name)

CERTIFICATE OF THE BOARD OF DIRECTORS AUTHORIZATION TO ASSIGN AUTHORITY

The undersigned of the Board ("Grantee") hereby certifies that Kathleen Young (name), Executive Director (title), has been authorized by the Board of Directors to sign proposals, contracts, and related documents on behalf of the Grantee. Accordingly, I hereby assign the authority by the Board to execute proposals, contracts, and contract amendments on behalf of the Grantee, and further certify that the assigned is given the power and authority to do all things necessary to implement, maintain, amend, or renew such contracts, including but not limited to the delegation of signing authority to another employee of the Grantee.

(Signature)

Jeffy Portnoy
(Print name)

STATE OF HAWAII)
CITY AND COUNTY OF HONOLULU)

On this 13th day of November, 2024, before me appeared Jeffrey Portnoy, personally known to me, who, being by me duly sworn, did say that he/she is the Chairman of the Board of Manoa Valley Theatre and that the corporation has no corporate seal, and that said instrument was signed in behalf of said corporation by authority of its Board of Directors, and said chairman acknowledged said instrument to be the free act and deed of said corporation.

NOREEL R. WADAHARA NOTARY 15-286 PUBLIC STATE OF HAWAII

Notary Public, State of Hawaii
Noreel R. Wadahara
My Commission expires: August 9, 2027

Doc. Date: Undated # Pages 1
Name: Noreel R. Wadahara 1st Circuit
Doc. Description: Certificate of the Board of Directors

Signature 11/13/24 Date
NOTARY CERTIFICATION

SECTION II
GRANT ACTIVITY INFORMATION

A. Describe how the community need, stated problem/issue, and target population are effectively validated. The description must include how the public services' target population is vulnerable or how the arts, culture, community/economic development, or environmental activities will especially support low- to moderate-income areas.

1. Provide substantive data and other qualifying information to demonstrate how the problem/issue impacts the target population and is a community priority that needs to be addressed. *(5,000 character count limit)*

Financial Barriers and Economic Accessibility

Economic data reveals significant financial barriers to arts access within the community. While many MVT patrons report household incomes above $65,000 (88.3%) and substantial net worths (53.8% report a net worth over $1,999,999), these numbers point to a common challenge: the arts can be financially inaccessible to individuals and families from lower-income backgrounds. Recognizing this disparity, MVT has implemented a range of initiatives to address economic accessibility, including introductory ticket pricing, student discounts, and senior pricing.

Transitioning the *One the Rise (OTR) Concert Series* to a "donate what you can" model is a significant step in furthering MVT and the Henry Kapono Foundation's (HKF) shared missions of equitable access to the arts. This donation-based approach removes the financial barrier of ticket prices, making it possible for lower-income individuals, kūpuna, young families, and underserved populations to enjoy these performances. The model allows patrons to support the arts at a level they can afford, fostering a sense of community ownership and inclusivity. By creating a financially accessible series, we can expand our reach to audiences who might otherwise miss out on cultural enrichment due to cost.

The *OTR Concert Series* and other Music and Comedy Series partner presentations (e.g., Black Voices Matter, PolyAF, and The Henry Kapono Foundation events) have proven successful in attracting new and diverse audiences to Mānoa Valley Theatre (MVT). Notably, 76% of attendees for these partner events were first-time visitors to the theatre, highlighting the series' success in reaching audiences beyond traditional theatergoers. These new engagements not only reflect MVT's capacity to appeal to a broader demographic but also underscore our ongoing commitment to inclusivity in the arts. Our success is measured through more than attendance numbers; community feedback and participation also provide valuable insights that drive continuous improvement and expansion of these initiatives.

Audience Demographics and Community Reach

MVT's audience base represents a wide range of ages, ethnic backgrounds, and socioeconomic statuses. MVT programming predominantly serves Oahu residents (89%), with additional outreach to neighbor island residents (1%) and visitors to Oahu (10%). Audience demographics span from Generation Z (5.1%) through the Greatest Generation (0.6%), with Baby Boomers (38.8%) and Generation X (34.0%) making up the majority. This distribution underscores the importance of cultivating future generations of theatergoers and arts supporters to ensure long-term audience sustainability. With only 5.1% of patrons under the age of 25, MVT sees an urgent need to increase engagement among younger audiences, building a foundation for the future of the arts in Hawaii.

Ethnically, MVT's patron base is more diverse than the national average for arts organizations, with 51.6% identifying as BIPOC. Specifically, 41.4% of patrons identify as Asian, 7.8% as Hispanic, and 2.4% as Black, compared to a national arts sector average of 11.2% BIPOC participation. This data validates MVT's focus on presenting stories that authentically represent the cultural and social experiences of Hawaii's communities, ensuring that the arts are accessible, relatable, and impactful for all.

Commitment to Community Enrichment

Offering donation-based access to the *OTR Concert Series* aligns with MVT's and HKF's commitment to creating meaningful, community-centered experiences. The arts offer powerful benefits, from social connection and cultural education to economic development and personal well-being, all of which are particularly impactful for underserved populations. By enabling equitable access to the arts, the *OTR Concert Series* supports cultural continuity, strengthens Hawaii's arts ecosystem, and enriches the lives of those who may face financial, social, or geographical barriers.

With targeted funding, the *OTR Concert Series* will continue to uplift Hawaii's emerging artists while making the arts more inclusive for the community at large. These efforts to remove financial obstacles will allow MVT and HKF to serve a wider audience, particularly low- to moderate-income residents, thereby reinforcing our commitment to a thriving, diverse, and accessible arts community in Hawaii.

B. Describe the proposed plan

1. Provide a description of the Grant Activity. This description will be used as the scope of services in the contract. Describe why you chose this Grant Activity and how it will effectively address the community's problem / need. *(3,000 character count limit)*

Mānoa Valley Theatre will produce the *On the Rise* concert series, featuring six concerts throughout fiscal year 2026. This series, developed in partnership with the Henry Kapono Foundation, will spotlight emerging local talent and foster equitable access to the arts in our community. Each concert will feature two "on the rise" artists, providing these emerging performers a professional platform to share their artistry with wider audiences. Hosted by HKF Board Member Alx Kawakami and featuring legendary musician Henry Kapono as a special guest, the series will bring together a cross-generational audience with a unique opportunity to enjoy Hawaii's vibrant music scene.

Our *On the Rise Concert Series* addresses the need for accessible arts programming and support for local talent. The concerts will be offered on a "donate-what-you-can" basis, reducing financial barriers for younger generations, moderate to low-income individuals, and kūpuna on fixed incomes. By offering this flexible pricing, we aim to provide an inclusive cultural experience that allows everyone in the community, regardless of financial status, to attend. Donations from attendees will directly benefit both MVT and HKF, enabling both organizations to continue their missions of supporting local artists, expanding community engagement, and ensuring arts accessibility.

Choosing the *On the Rise* series aligns with our commitment to nurturing the arts ecosystem in Hawaii by giving local talent much-needed visibility and experience on a professional stage. It also serves the dual purpose of engaging the community and attracting a more diverse

audience, including younger attendees who may become lifelong supporters of the arts. Through this series, MVT and HKF are bridging generational and cultural gaps, promoting equity, and highlighting the importance of local arts. By providing a platform for artists who represent Hawaii's unique voices, we strengthen our community's connection to the arts, instill local pride, and create meaningful opportunities for artists to grow professionally.

2. Provide measurable outcomes, describe how outcomes are aligned with the purposes and priorities of the Grants in Aid Fund, and describe how outcomes directly benefit the target population. *(3,000 character count limit)*

Public Services should begin with a statement of the number of individuals that the Grant Activity will directly benefit during the Grant Term.

Arts, Culture, Community/Economic Development or Environment should begin with a statement as to how the Grant Activity supports the sustainable improvement in the well-being and quality of life of local communities, especially low to moderate income areas.

The *On the Rise Concert Series* improves the well-being and quality of life for local communities, especially in low- to moderate-income areas, by providing equitable access to live arts and supporting the growth of emerging local talent. With a "donate-what-you-can" model, *On the Rise* removes financial barriers, allowing community members of all ages and economic backgrounds to enjoy Hawaii's live music scene. This approach enhances social inclusion, supports local artists, and fosters community pride and engagement.

Measurable Outcomes:

1. **Attendance and Engagement**: We aim to attract 600 attendees across six concerts, with 40% from low- to moderate-income backgrounds, including kūpuna and younger audiences. Attendance will be tracked via ticketing and post-event surveys for demographic data and satisfaction rates.
2. **Increased Arts Access**: By offering "donate-what-you-can" admission, we will ensure affordability for underserved communities. We will measure success by donation amounts and survey feedback on the accessibility of our pricing model.
3. **Support for Emerging Artists**: The series will feature 12 local "on the rise" artists, each gaining performance and promotional experience. Success will be measured by post-event bookings, social media growth, and artists' feedback on career impact.
4. **Community and Economic Impact**: Proceeds will support both Mānoa Valley Theatre and the Henry Kapono Foundation, sustaining community arts programming. We will track donations and evaluate fund allocation for continued arts support.
5. **Qualitative Community Impact**: Audience and artist feedback will capture the series' effect on well-being, community connection, and cultural pride, demonstrating how accessible arts experiences foster social health.

Alignment with Grants in Aid Fund Priorities:

The series aligns with Grants in Aid Fund goals by promoting quality of life, enhancing community engagement, and serving underserved populations. By delivering accessible arts programming, *On the Rise* addresses the Fund's priorities through:

- **Cultural Equity and Accessibility**: The donation-based model provides opportunities for low- to moderate-income households to engage with live arts, promoting inclusivity and equity.
- **Community Building**: The series fosters cross-generational connections, uniting younger audiences, kūpuna, and Hawaii's artistic community in shared experiences.
- **Strengthening Local Arts**: By showcasing emerging artists, we help build a sustainable arts ecosystem, supporting Hawaii's cultural economy and talent development.

Direct Benefits to Target Population:
The target population—including low- to moderate-income residents, kūpuna, and emerging artists—will benefit directly through accessible arts experiences, enhanced community bonds, and new professional opportunities. For many, this series may be their first live concert experience, deepening their appreciation for local arts and enhancing their cultural connection. Emerging artists gain valuable exposure, mentorship, and income opportunities, strengthening the local arts economy and inspiring future generations.

3. Provide an action plan to achieve the stated measurable outcomes. If the Grant Activity involves a partnership, provide a description of each partner's role. Must include measurable milestones, specific events, or other performance measures appropriate to achieving the outcomes. *(3,000 character count limit)*

Roles and Responsibilities

- **MVT**: As the host, MVT will provide the venue, box office support, and handle all sound, lighting, and front-of-house needs, including ushers, house managers, bar, and box office staff. MVT will also lead event marketing.
- **HKF**: As the artistic director, HKF will coordinate talent, create set lists, and manage event logistics. HKF will also assist in marketing, reaching diverse audiences to support local artists and increase community engagement.

Measurable Milestones and Events

1. **Concert Scheduling**
    - Each concert is planned for the Wednesday after MVT's mainstage openings, providing regular scheduling and marketing alignment.
    - **Milestone**: Confirm concert dates one month before each mainstage opening, featuring two new emerging artists.
2. **Talent Coordination and Set List Creation** (HKF)
    - HKF will select artists and finalize set lists one month in advance, ensuring high-quality programming.
    - **Milestone**: Confirm artists and set lists by the 1st of each concert month. Track artist engagement and feedback for growth.
3. **Marketing and Outreach** (Joint Effort)
    - MVT and HKF will promote each concert through social media, newsletters, community calendars, and media partnerships.
    - **Milestone**: Launch marketing campaigns three weeks before each concert. Track reach, engagement, and ticket reservations, with a target of 40% attendance from low- to moderate-income groups.
4. **Event Production and Staffing** (MVT)
    - MVT will handle technical and front-of-house logistics, including box office, sound, lighting, and audience services.
    - **Milestone**: Conduct tech rehearsals on the concert day to ensure smooth production. Post-event surveys will gauge attendee experience.
5. **Donation Tracking and Accessibility Measures**
    - Using a "donate-what-you-can" model, MVT will track donations and analyze data on accessibility. Surveys will collect feedback on affordability.
    - **Milestone**: Evaluate donation metrics and accessibility feedback after each concert, targeting a high attendance rate from low- to moderate-income groups with positive feedback on affordability.
6. **Community and Economic Impact Analysis**
    - Proceeds will support MVT and HKF programs. Testimonials and feedback will be gathered to assess the impact on community engagement and cultural pride.

- **Milestone**: Review impact metrics quarterly, tracking donations, artist development, and community feedback. A year-end evaluation will assess the program's success in promoting arts accessibility and supporting local talent.

Performance Measures

- **Attendance**: Track attendance per concert, targeting 600 attendees across six concerts, with 40% from low- to moderate-income groups.
- **Financial Impact**: Track donation totals and analyze funds supporting MVT and HKF programs.
- **Community Feedback**: Collect surveys and testimonials to assess accessibility, impact, and satisfaction.

Through this structured plan, MVT and HKF aim to deliver an inclusive arts experience that benefits the community, emerging artists, and the cultural landscape of Hawaii.

4. Provide a budget narrative that explains how the budget in Section III will achieve the desired outcomes. (*3,000 character count limit)*

Mānoa Valley Theatre requests $35,000 from the City & County of Honolulu for the full operating costs of this community program:

- Direct Salaries/Wages and Fringe Benefits ($10,817)
  - Box Office Manager $5,200
  - House Manager $480
  - Marketing Associate $4368
  - Fringe Benefits $769
- Administrative Salaries/Wages and Fringe Benefits ($4,575)
  - Executive Director $4250
  - Fringe Benefits $325
- Professional and Contracted Services ($12,900)
  As a community theatre, crew and performers are paid honorarium for their contributions to the project, these positions are Musicians, Host, Event & Logistics Coordinator, Sound Engineer, Light Board Operator, Mentorship Teaching Artist.
- Office rent ($1,008)
- Other Marketing Social Media Production ($4,500)
- Other Artists Hospitality ($300)
- Other Direct Mail and Posters ($900)

5. Provide a timeline that is complete, realistic and appropriate to achieve the desired outcomes. This timeline should also be reflected in Section IV. *(3,000 character count limit)*

<u>October 2025</u>
Concert 1 Promotion and Marketing

- Design Marketing Assets
- Social Media Campaign on Facebook and Instagram
- Email Campaign
  - Retention
  - Acquisition
- Print and Distribute Postcards and or Posters

<u>November 2025</u>
Pre-Concert Mentorship session with Teaching Artist
On the Rise Concert 1

Retention Follow Up email – Mahalo and early outreach for next concert

December 2025
Concert 2 Promotion and Marketing
- Design Marketing Assets
- Social Media Campaign on Facebook and Instagram
- Email Campaign
    - Retention
    - Acquisition
- Print and Distribute Postcards and or Posters

January 2026
Pre-Concert Mentorship session with Teaching Artist
On the Rise Concert 2
Retention Follow Up email – Mahalo and early outreach for next concert

February 2026
Concert 3 Promotion and Marketing
- Design Marketing Assets
- Social Media Campaign on Facebook and Instagram
- Email Campaign
    - Retention
    - Acquisition
- Print and Distribute Postcards and or Posters

March 2026
Pre-Concert Mentorship session with Teaching Artist
On the Rise Concert 3
Retention Follow Up email – Mahalo and early outreach for next concert

April 2026
Concert 4 Promotion and Marketing
- Design Marketing Assets
- Social Media Campaign on Facebook and Instagram
- Email Campaign
    - Retention
    - Acquisition
- Print and Distribute Postcards and or Posters

May 2026
Pre-Concert Mentorship session with Teaching Artist
On the Rise Concert 4
Retention Follow Up email – Mahalo and early outreach for next concert

June 2026
Concert 5 Promotion and Marketing
- Design Marketing Assets
- Social Media Campaign on Facebook and Instagram
- Email Campaign
    - Retention
    - Acquisition

- Print and Distribute Postcards and or Posters

July 2026
Pre-Concert Mentorship session with Teaching Artist
On the Rise Concert 5
Retention Follow Up email – Mahalo and early outreach for next concert

August 2026
Concert 6 Promotion and Marketing
- Design Marketing Assets
- Social Media Campaign on Facebook and Instagram
- Email Campaign
    - Retention
    - Acquisition
- Print and Distribute Postcards and or Posters

September 2026
Pre-Concert Mentorship session with Teaching Artist
On the Rise Concert 6
Retention Follow Up email – Mahalo and early outreach for next concert

C. Provide evidence of the agency's ability to perform the proposed grant activity through past performance, current capacity and/or plan to acquire the capacity to perform.

1. Provide data that demonstrates proven success in offering the same, similar, or related activities to achieve the proposed outcomes. *(3,000 character count limit)*

For 55 years, Mānoa Valley Theatre has evolved as one of Hawaii's most important performing arts organizations. The theatre serves Hawaii's audience with high-quality entertainment and hands-on training and experiential opportunities in multi-disciplinary theatre arts.

With an average of 7 productions per year for 55 years, MVT has presented an estimated 385 live theatre productions over the course of its lifespan.

In all of the work that we do, Mānoa Valley Theatre has consistently strived for and achieved our goals to:
1) Provide live, high-quality theatrical entertainment
2) Develop Hawaii's theatre artists through classroom and hands-on opportunities
3) Present provocative and educational experiences via unique play selection and production methodologies
4) Improve program quality and professionalism
5) Increase social change and meaningful relevance for audience members

Mānoa Valley Theatre's dynamic programming has earned it a reputation as a place of new discovery and life-long learning. We serve as a vibrant and innovating community workplace for theatre arts students at the high school and university levels covering all aspects of live stage production.

Recently voted the "best live theatre in Hawaii" by Broadway World, MVT has maintained a high level of artistic production integrity, bringing in the very best lighting and sound designers

in Hawaii. Not only has Mānoa Valley Theatre produced in its facility, but it has also demonstrated its technical expertise by producing annually off-site at larger venues, including producing the award-winning Hawaii premiere of Allegiance at the Hawaii Theatre.

Serving Our Community
Mānoa Valley Theatre's Mainstage Season has produced 5 Lisa Matsumoto productions in partnership with the Kaimuki High School Performing Arts Center. This program has been a critical resource for Kaimuki High School where a high percentage of students face socioeconomic barriers to participate in extra-curricular arts and culture programs. Learning in and through the arts has proven to help level the playing field for children from disadvantaged circumstances and to advance students' motivation to learn.

MVT's constituents represent a broad range of ethnically and economically diverse community members. Special groups of at-risk or underserved students, senior citizens, and individuals receiving social assistance are provided free admission to selected performances to ensure equitable access to programs for a broader range of patrons.

2. Describe the applicant's capacity to successfully achieve the proposed outcomes.
OR
Provide a plan to acquire the capacity to successfully achieve the proposed outcomes (including how the applicant has acquired similar capacity in the past).

Responses should include organizational knowledge, staffing, fiscal resources, facilities and other resources, stakeholders and relationships, and other relevant resources. *(3,000 character count limit)*

Organizational Knowledge
Over the past 55 years, Mānoa Valley Theatre has become firmly established within Hawaii's creative community and is woven into the fabric of the islands where arts and culture are intrinsically valued. By consciously engaging artists and organizations of diverse backgrounds, MVT is viewed as an impactful partner for thousands of community members, helping the community flourish by strengthening our economy and workforce development, inspiring and enriching communities, and bringing people together.

Staffing
MVT Executive Director, Kathleen "Kat" Young, has a 30-plus year career in performing arts. Kat has made significant contributions to prestigious institutions like Blue Man Production and Playwrights Horizons in New York City. Since 2011, she's been a leader in Hawaii's nonprofit sector, with prior roles at Susan G. Komen Hawaii and Honolulu Theatre for Youth.

Kat is responsible to the Board of Directors for the day-to-day artistic and business management of the organization, including play selection, marketing, budgeting, financial reporting, administrative staffing, artistic staffing, and fundraising. Kat oversees a seasoned staff of six full-time professionals.

Facilities and Resources
MVT's 180 seat theatre is ADA-accessible and offers seating for patrons that require mobility assistance, service dogs, and/or those that are visually impaired. Selected performances are interpreted into ASL for hearing-impaired attendees.

Mānoa Valley Theatre annually produces 7 musicals and plays during its Mainstage Seasons. Each production is scheduled to run a minimum of 9 and maximum of 23 performances, as

determined by box office demand. The selected musicals and plays include hits and award winners from recent Broadway and Off-Broadway seasons, most of which are presented by MVT in their Hawaii debuts, as well as Hawaii favorites.

Fiscal Resources
MVT is supported by a diverse mix of earned and contributed income, including ticket sales, individual contributions, tuition fees, sponsorships, and foundation grants. MVT will leverage the City and County of Honolulu GIA award to secure funding from other private foundations, individuals, and corporations.

Stakeholders and Relationships
Mānoa Valley Theatre is led by a 28-member Board of Directors. Each member brings a wealth of knowledge and experience in a wide range of fields including theatre production, fundraising, marketing, community outreach, education, legal, finance, and more.

Annually MVT will provide access to the performing arts for 16,000 attendees which includes 15,000 attendees at musicals, comedies, and dramas and 1,000 attendees at Music & Comedy Series performances presented by MVT.

D. Describe the applicant's sustainability and/or additional long-term benefit to the community

1. Provide a plan for sustaining and / or expanding activities beyond the applicable grant period. *(2,000 character count limit)*

To sustain and expand the *On the Rise Concert Series* beyond the grant period, Mānoa Valley Theatre (MVT) and the Henry Kapono Foundation (HKF) will leverage strategic funding, audience development, and partnerships to build long-term stability.

Funding and Revenue Diversification

1. **Increased Sponsorships and Donations**: We will actively seek new sponsorships from local businesses and organizations invested in supporting Hawaii's arts and emerging talent. Additionally, we will introduce a "Friends of *On the Rise*" giving program to encourage recurring donations from loyal attendees and supporters.
2. **Grant Applications**: MVT and HKF will continue applying for relevant arts, cultural, and community development grants to support the series, emphasizing the success and measurable outcomes achieved during the grant period.
3. **Ticketing Options**: While maintaining our "donate-what-you-can" model, we will explore additional tiered donations and VIP experiences to increase revenue from patrons who wish to further support the series.

Audience Development and Engagement

1. **Community Outreach**: We will enhance outreach to local schools, community centers, and senior organizations, inviting new audiences to participate. Our goal is to cultivate a dedicated audience that will sustain attendance and engagement over time.
2. **Engagement Programs**: MVT will implement audience engagement programs such as artist Q&As, meet-and-greets, and social media initiatives that foster community connection and loyalty.

Strategic Partnerships

1. **Strengthening Partnerships**: Beyond MVT and HKF, we will explore collaborations with other arts organizations, cultural groups, and local nonprofits to expand the reach and resources of the series.

2. **Corporate Partnerships**: Building on successful outcomes, we aim to partner with corporate sponsors committed to arts accessibility, creating a sustainable funding pipeline that will support and potentially expand the series.

2. Describe the applicant's capacity and resources to carry out the above plan (staffing, funding, etc.) beyond the grant period. *(2,000 character count limit)*

Capacity Building Over 55 Years
Over 55 years, Mānoa Valley Theatre has evolved as one of Hawaii's most important performing arts organizations.

Demand has been steadily increasing over the years for innovative, hands-on technical theatre training, and Mānoa Valley Theatre is now shifting part of our focus to more classroom activities and to serve more low-income and underserved youth in the program through the establishment of our scholarship program and increased outreach efforts.

To expand reach and capacity into the community beyond our own theatre facilities, Mānoa Valley Theatre has also demonstrated our technical expertise by producing annually off-site at larger venues, including producing the award-winning Hawaii premiere of Allegiance at the Hawaii Theatre, and the local productions at the Kaimuki High School Performing Arts Center.

Staffing Resources
MVT Executive Director, Kathleen Young oversees a seasoned staff of seven professionals to operate the organization:

- Rob Duval, Artistic Director
- Willie Sabel, Technical Director
- Mira Fey, Associate Technical Director
- Amber Baker, Costumer Supervisor
- Jules Castillo, Marketing Associate
- Erich Steinwandt-Gudoy, Production Stage Manager & Box Office Manager
- Kristin Jackson, Public Relations Director

Funding Resources
We rely on a diverse mix of contributed and earned revenue that will be used to carry out the above plan beyond the applicable grant period. In FY22, single and season ticket sales accounted for 41% of earned and contributed revenue. Our annual fund generated 40% of revenue and the remaining funds came from sponsorships, private foundations, fundraising events, government support, and other event revenue. In FY22, MVT received 548 individual contributions for a total of $204,499. MVT will continue to secure a diverse mix of earned and contributed income, including tuition fees and ticket sales, individual contributions, and foundation grants to support future programming.

E. No CITY funds or assistance. The highest consideration will be given to applicants that do not receive other funding or any form of assistance from the CITY. While applicants that receive other funding or assistance from the CITY may apply for Grants in Aid funding, the extent of funding or assistance already received in relation to services provided must be considered prior to awarding Grants in Aid funds. A percentage of the sub-total criteria points will be awarded to Grantees based on the criteria below and the information about past funding / assistance from the CITY that follows.	
The applicant has received no award from the CITY within the last 3 years.	**10%**
The applicant has received 1-2 awards from the CITY within the last 3 years.	**7%**
The applicant has received 3-5 awards from the CITY within the last 3 years.	**5%**
The applicant has received between 6-9 awards from the CITY within the last 3 years.	**3%**
The applicant has received 10 or more awards from the CITY within the last 3 years.	**0%**

GRANTEE RECEIPT OF CITY GRANTS

Identify all CITY grants received by Grantee (or Fiscal Sponsor) in the last three (3) years. Information will be verified by the CITY.

1. Grant Activity Name & Contract #: CT-DCS-2500023
   Grant Period: 10/1/2024-09/30/2025 Grant Amount: $64,234
   Grant Purpose: "The Princess and the ISO Peanut" Performing Arts Program at Kaimuki High School
   Grant Activity Status: ☒ Underway ☐ Completed ☐ Canceled
   Administrating Division: Community Services

2. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

3. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

4. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____

E. Age Friendly Honolulu (Complete only if applying for the bonus points)
Consideration is to be given to applicants that incorporate the vision and goals of the Age-Friendly Honolulu Program (as codified in ROH Chapter 2, Article 22), including but not limited to (1) enabling residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active; and (2) removing barriers to inclusion for and providing support services to vulnerable residents and/or have physical limitations.

<u>If awarded bonus points for being an Age-Friendly Honolulu project, the Grantee will be subject to additional reporting requirements, including but not limited to name, age, and physical location of seniors being served by the project.</u>

To be eligible for the bonus points as an Age-Friendly Honolulu project an organization must demonstrate the proposal aligns with Age-Friendly Honolulu's priorities by completing the following TWO steps:

1) Go the following website https://www.hiphi.org/age-friendly-honolulu/ to access an Age-Friendly Honolulu training video. The video should be watched by at least one (1) person from the non-profit organization in a leadership position (Executive Director, Administrator, or equivalent). This video will define an "age-friendly city" and explain what types of projects align with the Age-Friendly Honolulu Vision.

2) Complete the section below by selecting which Age-Friendly Honolulu category best fits the activities of your organization and providing a brief description of how your proposal is an Age-Friendly Honolulu project.

☒ Enabling Residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active, particularly at the oldest ages

☐ Providing Kupuna with meaningful roles in the community, including mentors, volunteers, or through intergenerational programming

☐ Removing barriers to support community inclusion and accessibility for persons of all abilities.

3) How is your proposal an Age-Friendly Honolulu Project and explain how your organization can meet the additional reporting requirements if awarded? *(2,000 character count limit)*

Mānoa Valley Theatre stands as a beacon of inclusivity and community engagement, particularly for kūpuna, the cherished elderly members of Hawaii's society. MVT not only stages captivating performances but also pioneers age-friendly initiatives.

The *On the Rise Concert Series* "Donate What You Can" performances will offer a unique opportunity for kūpuna to experience high-quality live theater without financial barriers. By allowing attendees to contribute whatever they feel comfortable with, these performances make the arts accessible to seniors who may be on fixed incomes. This inclusive approach fosters a sense of community and ensures that our kūpuna can participate fully in vibrant cultural experiences, enjoying live performances that celebrate emerging artists. Through these accessible events, *On the Rise* affirms that everyone, regardless of financial circumstances, deserves to share in the richness of Hawaii's artistic scene.

Engaging with the arts offers kūpuna the chance to connect with powerful stories and creative expressions, which can stimulate their minds, lift their spirits, and nurture emotional well-

being. These community events foster a sense of belonging, encouraging kūpuna to step out, socialize, and engage with others, bridging generations and creating memories that enrich their lives. Through these performances, *On the Rise* reaffirms the belief that the arts are a vital and healing resource for kūpuna, connecting them to both cultural heritage and the evolving artistry of Hawaii.

Ushering Program
One cornerstone of MVT's commitment is its “ushering” program, inviting retirees and local kūpuna to play pivotal roles during its shows. With an average requirement of 75 ushers per show, MVT taps into a pool of 30 retirees and kupuna, enabling their active involvement across 7 annual shows as well as our Music and Comedy Series which includes the *On the Rise Concert Series*. The range of performances per show, varying between 9 to 23, necessitates 2 to 4 ushers per performance, culminating in a staggering 125 to 645 ushers serving annually, with their contributions amplifying the theater's essence.

APPENDIX A: TIER II GRANT PROPOSAL (Grants $25,000 to $150,000)
SOLICITATION NO. RGP-DCS-GIA2026

Instructions: The proposal below must be completed in full. Responses must be provided in the fillable boxes provided. Where annotated, the fillable boxes have predetermined maximum limits on character counts. Letters, numbers, punctuation marks, and spaces are included in the character count limits.

SECTION I
SUMMARY

A. Grantee Legal Name:	Hawaii Symphony Orchestra
B. Is Grantee a Fiscal Sponsor?	☐ Yes ☒ No
C. Grant Activity Name:	2025-2026 Season

D. Briefly describe the Grantee's background, history (including year established), and mission. *(400 character count limit)*

Founded in 2011, the Hawaii Symphony Orchestra (HSO) continues the legacy of the Honolulu Symphony, est. 1902, as one of the oldest American orchestras. HSO inspires, educates, and engages Hawaii's diverse communities through world-class orchestral performances. Upholding a commitment to accessibility and cultural enrichment, HSO bridges classical traditions with Hawaii's unique heritage.

E. Briefly describe the Grant Activity and public need being filled. *(400 character count limit)*

The HSO's 2025-2026 season presents a dynamic lineup, including the *Masterworks*, *HapaSymphony*, Summer Starlight Festival, *Films in Concert* series, and education-focused performances. These high-caliber programs provide world-renowned musical experiences while addressing the community's need for diverse, accessible, and culturally resonant performances.

F. Briefly summarize Grant Activity outcomes and measures of success, including number and description of those served. *(400 character count limit)*

The 2025-2026 season aims to serve over 38,950 attendees through performances that enhance cultural accessibility and engagement. Success measures include increasing audience growth by 5%, increasing school partnerships for student engagement, and broader reach to rural and low-income areas. Outcomes focus on deepening community connections and making symphonic music more accessible across Hawaii.

G. Council District
Check all districts that will benefit from the Grant Activity. Provide the amount requested per district. Amounts must be in whole numbers only.

☐ District 1 $	☐ District 2 $	☒ District 3 $ 50,000
☒ District 4 $ 50,000	☒ District 5 $ 50,000	☐ District 6 $
☐ District 7 $	☐ District 8 $	☐ District 9 $
Total Amount Requested (must be $25,000 to $150,000)	$ 150,000	

H. Type of Grant Activity (pick ONE category that best reflects the Grant Activity):		
1. Public Services: Projects in this category will support qualified public services and programs for the target populations deemed by the CITY to be most vulnerable.		
☐ A. Public Service – Seniors	☐ B. Public Service - Children	☐ C. Public Service - Disabilities
☐ D. Public Service – Homeless	☐ E. Public Service – Domestic Violence	☐ F. Public Service – Substance Abuse
☐ G. Public Service – Mental Health	☐ H. Public Service – Other (describe):	
2. Arts, Culture, Community/Economic Development, and the Environment: Projects in this category will support the sustainable improvement in the well-being and quality of life of local communities, especially low- to moderate income areas.		
☒ A. Arts	☐ B. Culture	☐ C. Community Development
☐ D. Economic Development	☐ E. Environment	

GRANTEE'S CERTIFICATION AND SIGNATURE

The undersigned, subject to personal liability and penalty under applicable law, certifies that he or she: (i) is authorized to sign this Grant Proposal; (ii) personally prepared or reviewed the matters found in this Grant Proposal (including any related documents/attachments); (iii) asserts all statements made in this Grant Proposal (including all attachments) are true, accurate and complete; (iv) has the requisite skills and knowledge to assert the foregoing certification; and (v) has complied and shall continue to comply with all applicable requirements of Chapter 6, Article 29 of the Revised Ordinances of Honolulu 2021, as amended (Link), regarding private organizations receiving grants of public funds from the City and County of Honolulu.

Signature of Grantee (Fiscal Sponsor) Officer

Date: 11/20/24

Printed Name and Title: Amy Iwano
President + CEO

CERTIFICATE OF THE BOARD OF DIRECTORS NO OBLIGATIONS IN ARREARS

The undersigned of the Board ("Grantee") hereby certifies that the Grantee or any principal of the Grantee or sponsored organization (where the Grantee is a Fiscal Sponsor) is not in arrears on any financial or other obligation owed to the City & County of Honolulu, a municipal corporation of the State of Hawaii.

(Signature)

Paul Kosasa
(Print name)

CERTIFICATE OF THE BOARD OF DIRECTORS AUTHORIZATION TO ASSIGN AUTHORITY

The undersigned of the Board ("Grantee") hereby certifies that Amy Iwano (name), President + CEO (title), has been authorized by the Board of Directors to sign proposals, contracts, and related documents on behalf of the Grantee. Accordingly, I hereby assign the authority by the Board to execute proposals, contracts, and contract amendments on behalf of the Grantee, and further certify that the assigned is given the power and authority to do all things necessary to implement, maintain, amend, or renew such contracts, including but not limited to the delegation of signing authority to another employee of the Grantee.

(Signature)

Paul Kosasa
(Print name)

STATE OF HAWAII)
CITY AND COUNTY OF HONOLULU)

On this 20th day of November, 2024, before me appeared Paul Kosasa, personally known to me, who, being by me duly sworn, did say that he/she is the chairman of The Hawaii Symphony Orchestra and that the corporation has no corporate seal, and that said instrument was signed in behalf of said corporation by authority of its Board of Directors, and said he acknowledged said instrument to be the free act and deed of said corporation.

JULIE C. MACALMA NOTARY PUBLIC No. 99-194 STATE OF HAWAII

Julie C. Macalma
Notary Public, State of Hawaii

My Commission expires: 05/06/2027

Doc. Date: 11/20/2024 # Pages 4
Name: Julie C. Macalma 1st Circuit
Doc. Description: certificate of the Board of Directors No Obligations in Arrears 11/20/2024

Signature Date

NOTARY CERTIFICATION

JULIE C. MACALMA NOTARY PUBLIC No. 99-194 STATE OF HAWAII

SECTION II
GRANT ACTIVITY INFORMATION

A. Describe how the community need, stated problem/issue, and target population are effectively validated. The description must include how the public services' target population is vulnerable or how the arts, culture, community/economic development, or environmental activities will especially support low- to moderate-income areas.

1. Provide substantive data and other qualifying information to demonstrate how the problem/issue impacts the target population and is a community priority that needs to be addressed. *(5,000 character count limit)*

Access to music arts activities offers diverse benefits to individuals and communities, fostering economic growth, educational advancement, and improved social well-being. Honolulu has a strong demand for accessible orchestral music, particularly as residents recognize its value in strengthening cultural identity and community pride. However, significant economic, cultural, and educational barriers limit access, especially among low- to moderate-income families. Addressing these barriers and supporting equitable access to orchestral music would enrich individuals' lives and contribute to a more vibrant and connected community.

Honolulu's high cost of living creates substantial financial strain for many residents, with nearly half (44%) of Hawaii's households living below the ALICE (Asset Limited, Income Constrained, Employed) threshold, struggling to meet basic needs. For these families, recreational activities, including attendance at live performances, are often outside their financial reach. Hawaii's geographic isolation further exacerbates these costs, as importing supplies, including arts-related materials, increases operational expenses that drive up ticket prices. Additionally, rural and underserved communities face transportation challenges in accessing Honolulu's cultural venues, further limiting their exposure. According to The Arts Action Fund, Hawaii's per capita arts funding of $0.62 in 2023 was significantly lower than the national average of $3.94, contributing to accessibility issues across income levels.

Orchestral music has historically been associated with an affluent, older, primarily Caucasian demographic, contributing to perceptions of exclusivity that can alienate diverse communities. In Hawaii, there is a need for a cultural connection between classical orchestral music and Hawaiian art forms and other artistic expressions reflective of the islands' diverse population. Furthermore, Hawaii ranks 40th in the nation for arts education funding, limiting exposure to music and orchestral arts within schools. For many young residents, Hawaii's geographic isolation significantly limits opportunities to attend live performances, creating an additional barrier to experiencing and connecting with orchestral music.

Expanding access to orchestral music and the arts in Honolulu presents a significant economic opportunity. The arts and culture sector's contribution to the state GDP is below the national average (3.2% of the State's GDP compared to 4.4% of the nation's GDP in 2021), indicating room for growth. Orchestral performances drive spending within local businesses—restaurants, retail, and tourism—boosting Honolulu's economy. Governmental initiatives, like those from the GIA, increasingly support community-based arts projects, recognizing the cultural and economic value they add to local communities.

Studies show that low- and moderate-income residents in communities with greater access to cultural resources experience better educational outcomes. For example, a study conducted by the University of Pennsylvania found that low- and middle-income residents in neighborhoods with greater access to cultural resources experienced better educational

outcomes. Specifically, there was a 17-18% increase in the number of students scoring at the highest levels on standardized Math and English tests in areas with more cultural resources compared to similar neighborhoods with fewer resources. National Endowment for the Arts (Catterall et al., 2012) research has shown that students with high levels of arts involvement are five times more likely to graduate from high school, and arts-engaged students from low socioeconomic backgrounds often outperform their higher-income peers in academics. Arts education's benefits extend into social well-being, with studies indicating that communities with greater access to cultural resources see improved safety, health outcomes, and educational attainment. However, lower-income students face more significant barriers to arts access, underscoring the need for targeted, accessible cultural programs.

The role of arts in community and cultural well-being is significant: studies have demonstrated that participation in and exposure to music activities, including orchestra concerts, positively impacts emotional, psychological, and social health among a diverse population. Arts-based programs offer socialization opportunities, helping participants build relationships and support networks that strengthen emotional well-being. For Hawaiian communities, arts programming also fosters community pride and cultural identity, connecting individuals with their heritage, land, and traditions. Increased awareness of local issues and pride in the community strengthen social cohesion, reinforcing the critical role arts play in the fabric of Honolulu's communities.

B. Describe the proposed plan

1. Provide a description of the Grant Activity. This description will be used as the scope of services in the contract. Describe why you chose this Grant Activity and how it will effectively address the community's problem / need. *(3,000 character count limit)*

With the support of this grant, the Hawai'i Symphony Orchestra (HSO) will present its 2025-2026 concert season, featuring a compelling lineup that reflects HSO's commitment to musical excellence, cultural enrichment, and accessibility for broad audiences. From traditional classical music concerts to exciting film scores performed in real-time as the films are projected to outreach events like our past "coffee talks" with Music Director Dane Lam and orchestra musicians open to the public, this season will provide a diverse range of opportunities to inspire audiences. Central to this season is the HapaSymphony Series, a groundbreaking program combining popular Hawaiian artists with a symphony orchestra to create a powerful cultural expression. Another highlight is the Masterworks Series, where timeless classical music is performed by the HSO alongside celebrated guest artists, inviting seasoned enthusiasts and new audiences to experience its impact. By bringing these classical pieces to Hawaii's stages, HSO creates a space for all community members to experience high-caliber live orchestral music's inspiration and emotional power.

Our educational programming expands opportunities for music education, exposure, and mentorship. The HSO's collaboration with the Hawaii Youth Symphony includes workshops, interactive sessions, and live performances, offering invaluable hands-on experience for young musicians. The Na Hoku 'Opio Young Stars competition offers budding musicians a stage to showcase their talent, with the winners earning the extraordinary opportunity to perform alongside the orchestra. A strategic framework for school-based programs and activities is being developed alongside the Department of Education. It will empower students to explore music theory, history, and performance techniques, reinforcing their personal growth, discipline, and passion for music. The "Symphony of the Hawaii Seas" concert set will

engage 5,000 students from 4th through 8th grade through free concerts that will emerge from the intersection of music, visual art, and environmental education. This set of concerts, including a free ohana concert, aims to cultivate a lifelong appreciation for music, arts engagement, and ecological responsibility.

The HSO 2025-2026 concert season is thoughtfully crafted to reach diverse audiences and encourage community participation in the arts. With programming designed to appeal to varied musical tastes and cultural backgrounds, HSO brings world-class performances that make orchestral music accessible, particularly to low- to moderate-income communities. Given Hawaii's challenges, high-quality live orchestral experiences are often out of reach, but HSO bridges this gap for the Honolulu community.

2. Provide measurable outcomes, describe how outcomes are aligned with the purposes and priorities of the Grants in Aid Fund, and describe how outcomes directly benefit the target population. *(3,000 character count limit)*

Arts, Culture, Community/Economic Development or Environment should begin with a statement as to how the Grant Activity supports the sustainable improvement in the well-being and quality of life of local communities, especially low to moderate income areas.

The HSO 2025-2026 season aims to enhance the quality of cultural well-being for Hawaii's diverse communities, with a particular focus on low- to moderate-income populations, by providing high-quality, accessible musical experiences. Aligning with the Grants in Aid Fund's mission, the HSO's '25-'26 season will deliver sustainable impacts that expand community access to the arts, generate local employment for artists, and bridge the classical and Hawaiian music communities.

The season will include approximately 40 live performances across various genres and settings to reach core classical fans and new audiences. We anticipate a total attendance of 38,950, supported by more than 5,000 individual household ticket purchasers. Key events include the HapaSymphony Series, summer concerts at the Waikiki Shell, the Halekulani Masterworks Series, Sheraton Summer Starlight Festival, and Coffee Talks, each designed to engage diverse demographics.

HSO's impact extends to local employment, with at least 90 local musicians, artists, cultural practitioners, and administrators involved in the season's programming. Educational workshops, held in partnership with local public schools and the Hawaii Youth Symphony, will reach approximately 5,000 students, inspiring 80% of participants to express a stronger interest in music. With many of our anticipated partner schools being Title I, we expect at least 40% of student participants will be from low- to moderate-income areas. By bringing the music to these children, this initiative bolsters community inclusion, cultural pride, and social cohesion, cultivating an immediate sense of awe from the exposure to the performances and a lifelong appreciation for music.

By broadening community engagement and introducing youth to the arts, HSO sustains a cultural legacy and fosters an enduring appreciation for symphonic music. Programming will honor both classical traditions and local culture, enhancing community pride and cohesion. The diverse '25-'26 concert programming, family-inclusive performances, and community partnerships contribute to the Grants in Aid Fund's priorities by promoting equitable access to the arts and improving the well-being and cultural richness of Honolulu's communities.

3. Provide an action plan to achieve the stated measurable outcomes. If the Grant Activity involves a partnership, provide a description of each partner's role. Must include measurable milestones, specific events, or other performance measures appropriate to achieving the outcomes. *(3,000 character count limit)*

The first phase of the concert season involves developing a concert program with diverse performances tailored to various interests, cultural backgrounds, ages, and community needs. HSO will secure venues, finalize program dates, and coordinate logistics across Honolulu and neighboring areas to maximize accessibility for low- to moderate-income residents. Previous locations have included the Hawaii Theatre, Blaisdell Concert Hall, Waikiki Shell, and Kailua's Symphony in the Park at Kailua District Park. Securing the lineup and artists early is vital to maintaining quality and meeting HSO's diverse programming goals.

Community partnerships are a core element of HSO's strategy. In collaboration with key figures from the Department of Education, HSO aims to connect with schools to develop a strategic framework for programs, including in-school workshops, concerts, and opportunities for ticket distribution to students from low-income backgrounds. By working alongside youth music organizations such as Hawaii Youth Symphony, Hawaii Opera Theatre, O'ahu Choral Society, and Ballet Hawaii, HSO seeks to co-host events, expand music education access, and engage the broader community. Workshops and smaller concerts will be held in culturally familiar and accessible venues to reach diverse audiences across Oahu.

HSO will launch surveys to gather demographic, income, and satisfaction information. Data will be analyzed regularly, allowing HSO to adapt programming and outreach to meet attendance goals, focusing on increasing representation among Native Hawaiians, BIPOC, and underserved communities.

Marketing and outreach will include targeted campaigns to promote concerts and educational opportunities to diverse communities across Oahu. This outreach will focus on social media platforms, community radio, and partnerships with local businesses to maximize visibility. Partnerships with tourism stakeholders will help broaden the reach of HSO events, drawing residents and visitors to performances.

Fundraising is integral to maintaining the season's reach and quality. HSO will sustain existing funding channels while pursuing new grant opportunities, business sponsors, and local alliances. Consistent fundraising throughout the season will support ticket subsidization, provide resources for youth programming, and cover operational expenses and artist fees, ensuring affordable access for all target demographics. As part of this approach, HSO will cultivate relationships with tourism industry organizations to support Hawaii's economy while expanding arts access.

HSO's final phase involves summer concerts as well as data analysis and reporting, performance evaluations, and reflection on the season's impact. Findings will be documented in an impact report for the GIA Fund. They will guide planning for the 2026-2027 season and beyond, using data on audience demographics, engagement, and attendance patterns to refine future programming and outreach.

4. Provide a budget narrative that explains how the budget in Section III will achieve the desired outcomes. *(3,000 character count limit)*

Direct Salaries/Wages and Fringe Benefits: $56,602

Covers essential staff dedicated to direct program delivery – Director of Artistic Engagement & Composer in Residence, Music & Artistic Director, and Operations & Stage Manager. These roles provide artistic direction, oversee program operations, and manage staging and logistics. Fringe benefits allocated (12.64% of salaries) ensure that staff receives essential payroll taxes and benefits, promoting staff retention and well-being.

Administrative Salaries/Wages and Fringe Benefits: $29,990
Advancement Manager and Director of Finance are necessary for the program's overall management, strategic planning, and financial oversight. Fringe benefits are calculated at 12.64% to cover mandatory employer contributions, supporting a well-managed and compliant program.

Professional and Contractual Services: $10,000
The Artistic Administrator provides specialized expertise in contracting guest artists. This is essential to maintain high-quality artistic standards and manage complex programmatic components.

Office Rent, Utilities, and Maintenance/Security: $20,304
These funds support the basic infrastructure of the program. They ensure a secure, functional, and reliable workspace for staff, facilitating efficient daily operations. Maintenance and security are necessary to provide a safe, well-maintained environment.

Equipment Rental: $9,957
Includes renting trucks to transport musical instruments and other critical equipment to venues. Safe and efficient transportation is essential to maintain the integrity of the musical experience. This cost-effective approach provides flexibility and meets the logistical demands of hosting performances at multiple locations.

Program Activities Supplies: $3,688
Covers printing costs and other materials directly related to program delivery. Ensures that necessary resources are available to support participants and maintain program quality.

Telecommunications: $10,460
Covers essential communication tools (e.g. telephone, internet, and phones). Reliable communication is critical for coordinating among team members, partners, and participants, ensuring seamless program implementation.

Venue Cost Support: $7,499
For venue costs at locations like Hawaii Theatre, Blaisdell Concert Hall, and Waikiki Shell. These venues are integral to the program, providing an inspiring and accessible environment for community engagement and performances. This allocation supports the program's visibility and reach.

Office Supplies, Postage: $1,500
This ensures administrative and operational needs are met efficiently, supporting effective communication and document handling.

Justification of Funds and Impact
The $150,000 budget is designed to support the program's strategic goals, covering direct and indirect costs while staying within limits. Funds are allocated to maximize impact, ensuring support for staff, infrastructure, and program delivery to achieve high-quality outcomes for the target community.

5. Provide a timeline that is complete, realistic and appropriate to achieve the desired outcomes. This timeline should also be reflected in Section IV. *(3,000 character count limit)*

October - December 2025: Season Launch, Early Concerts, Initial Outreach

- **Concerts and Community Performances:** Continue concert series, including educational concerts (e.g. Symphony of the Seas).
- **Partnership Engagement and Outreach:** Solidify community collaborations, enabling educational and community members to access events throughout the season.
- **Marketing and Promotion:** Expand season-long marketing campaigns (e.g. digital ads, social media, radio, community outreach). Early promotion will focus on building awareness for concerts and educational programs and highlighting accessibility initiatives.
- **Data Collection Setup:** Gather audience data using post-concert surveys

January - March 2026: Mid-Season Concerts, Educational Workshops, Progress Evaluation

- **Ongoing Concert Series:** Continue regularly scheduled concerts. Concerts will feature ticket options, including free and discounted rates for schools and community partners.
- **Educational and Community Events:** Host ed-based workshops or concerts, like the "Coffee-Talk" series, and community concerts.
- **Mid-Season Data Collection and Analysis:** Conduct a quarterly review of survey data gathered from audience feedback to assess program effectiveness, demographic reach, and satisfaction levels. Use insights to adjust marketing and outreach strategies as needed to address any gaps.
- **Fundraising and Sponsorship Checkpoints:** Maintain supplementary funding efforts through outreach to business sponsors, tourism partnerships, and grant reporting. This will ensure continued support for HSO programming.
- **Planning for the 2026 - 2027 Season:** Based on evaluations, develop the program and logistics for the following season. Prioritize improvements to marketing, outreach, and accessibility based on feedback and demographic data.

April - June 2026: Final Concerts, End-of-Season Review, Audience Analysis

- **End-of-Season Concerts and Events:** Complete season with high-attendance concerts, workshops, and educational events. Final concerts will be promoted heavily to maximize outreach to target demographics.
- **Expanded Partner Outreach:** Strengthen partnerships, focusing on sustaining collaboration for the next season.
- **Comprehensive Data Collection:** Complete data collection from the season, analyzing audience demographics, participation from target communities, and feedback on program quality.

July - September 2026: Reporting, Evaluation, Season Transition

- **Summer concerts:** Concerts at the Waikiki Shell and community-focused events, fostering connections and celebrating the impact of HSO's programs.

- **Grant Reporting and Evaluation:** Prepare final grant report, including all data collected throughout the season, program successes, and measurable outcomes achieved. Evaluate HSO's outreach impact, audience satisfaction, and educational reach against initial objectives, noting areas for improvement.
- **Community Partner Debrief:** Meet with partners to review achievements, share feedback, and plan for future programming and community outreach enhancements.

C. Provide evidence of the agency's ability to perform the proposed grant activity through past performance, current capacity and/or plan to acquire the capacity to perform.

1. Provide data that demonstrates proven success in offering the same, similar, or related activities to achieve the proposed outcomes. *(3,000 character count limit)*

The HSO has a proven track record of executing impactful, culturally resonant programming for Hawaii's community. As the most geographically isolated professional symphony in the world, HSO provides a vital cultural connection to Hawaii's residents. Even during the COVID-19 pandemic, HSO demonstrated resilience and adaptability, emerging with expanded reach and a more diverse audience than before.

Proven Success
We consistently deliver inclusive, educational, and community-centered musical experiences. Over the past three years, the HapaSymphony series has highlighted this commitment by integrating Hawaiian music and featuring Hawai'i homegrown artists, offering a platform for voices historically underrepresented on symphonic stages. Additional successful initiatives include the Symphony of Hawaiian Birds (2018-2019) and Symphony of the Hawaii Forests (2022-2024) in partnership with the University of Hawaii. These projects combined live orchestral music with animated visuals to educate young audiences on native ecosystems. It reached over 5,000 students and residents per symphony through free performances, highlighting HSO's dedication to artistic excellence and educational outreach.

In 2023 alone, HSO hosted 11 free concerts, including ten *Peter and the Wolf* performances and a Symphony in the Park event. *Peter and the Wolf* was performed at least 30 times since 2022, engaging thousands of attendees. We plan to continue these efforts with the Symphony of the Hawaii Seas and Symphony in the Park in Kailua, expanding access to high-quality music across the islands. HSO's commitment to accessibility is evident in discounted and free ticket initiatives, along with free community concerts.

HSO excels in audience engagement, employing strategic digital campaigns and PR efforts. With programming that appeals to diverse demographics—such as live film score performances of *Harry Potter* and *Jurassic Park* alongside Mozart concerts—HSO continues to broaden its reach and serve a wide array of audiences.

Current Capacity
HSO is led by Music & Artistic Director Dane Lam and President & CEO Amy Iwano, with a 84-member professional orchestra, a 14-member Board, 11 administrative employees, and 50 volunteers. This experienced leadership team provides artistic vision and administrative stability, ensuring HSO's continued growth and alignment with community needs. The organization's infrastructure and human resources are well-positioned to deliver the proposed activities effectively.

Capacity-Building Strategy
HSO's strategic partnerships amplify its ability to serve the community. Collaborations with organizations like the Hawaii Youth Symphony, Hawaii Opera Theatre, and local businesses, including hotels, strengthen HSO's reach and impact. Partnerships enable HSO to provide diverse programming and offer low- and moderate-income residents opportunities. HSO's network fosters a robust cultural ecosystem and reinforces its mission to make orchestral music accessible to all.

2. Describe the applicant's capacity to successfully achieve the proposed outcomes.
OR
Provide a plan to acquire the capacity to successfully achieve the proposed outcomes (including how the applicant has acquired similar capacity in the past).

Responses should include organizational knowledge, staffing, fiscal resources, facilities and other resources, stakeholders and relationships, and other relevant resources. *(3,000 character count limit)*

Organizational Knowledge and Expertise: With over a century-long legacy as Hawaii's premier cultural and musical institution, HSO has evolved to meet community needs through symphonic performances celebrating Hawaii's heritage and innovative educational collaborations. Programs like the Symphony of Hawaiian Birds and the Symphony of the Hawaii Forests have honed HSO's expertise in designing impactful projects that connect audiences to cultural and environmental themes, resonating across generations.

Staffing and Leadership: HSO's leadership team has extensive experience in strategic program management and community engagement. Their work on diverse, large-scale productions across Hawaii and internationally brings both local cultural insight and global expertise, bringing an artistic vision that authentically represents Hawaii's cultural narratives. The administrative staff excels in planning and execution, from concert logistics to community outreach, ensuring seamless delivery of programs and strengthening our organizational capacity.

Fiscal Resources and Financial Health: HSO maintains fiscal stability through ticket sales, grants, in-kind support, and annual fundraising events. Long-term relationships with funders like the Kosasa Foundation and the Honolulu Symphony Foundation underpin our financial health. HSO demonstrates fiscal responsibility through meticulous budget management, successfully handling large grant-funded projects while securing sustainable funding from diverse sources.

Facilities and Technological Resources: As the Artistic Partner in Residence at the Hawaii Theatre Center, HSO has access to a premier performance venue. Additionally, our use of the Blaisdell Concert Hall accommodates large-scale productions. We have been able to digitally stream select concerts, allowing us to reach Hawaii's rural and remote communities, broaden our audience, and ensure accessibility.

Stakeholder Relationships and Partnerships: HSO's partnerships amplify our impact. Concerts with the Hawaii Youth Symphony allow students to perform alongside professionals, fostering the next generation of musicians. Partnerships with the University of Hawaii Sea Grant and local schools integrate educational content with environmental stewardship. Collaborations with Native Hawaiian cultural practitioners ensure that programs remain culturally authentic.

Additional Resources and Community Engagement: HSO's support structure includes an 84-member professional orchestra, a diverse board, and strong community networks. We are deeply embedded in Hawaii's cultural values, driving meaningful outreach through partnerships with local organizations like the Hawaii Department of Education and environmental groups. These collaborations enable cross-sector initiatives that blend educational and ecological themes, ensuring our programming continues to be relevant, engaging, and impactful.

D. Describe the applicant's sustainability and/or additional long-term benefit to the community

1. Provide a plan for sustaining and / or expanding activities beyond the applicable grant period. *(2,000 character count limit)*

HSO's approach to sustainability and long-term community impact revolves around strategic growth, diverse funding sources, and collaborative partnerships. Over the past five years, HSO has reached over 35,000 attendees annually through signature series like HapaSymphony and Masterworks. We aim to boost this attendance by 5% in the next year by extending our reach to more rural and underserved areas, ensuring that live orchestral music is accessible to all.

Beyond performances, HSO benefits the community by supporting the broader music education ecosystem. Many of our musicians are active music teachers, serving on boards like the Hawaii Music Teacher's Association, teaching private lessons, and working in schools. This investment in local music professionals contributes to the development of young talent, sustaining a vibrant arts culture and positively impacting students throughout the state.

Financial sustainability is achieved through a well-balanced funding model: 30% of revenue comes from ticket sales, 30% from grants and sponsorships, and 40% from fundraising initiatives. Our recent fundraising event raised over $800,000, with plans to increase this by 20% through targeted campaigns. Additionally, digital streaming has allowed us to connect with thousands of additional viewers, demonstrating our ability to engage audiences beyond in-person events.

HSO's educational initiatives, such as the Symphony of the Hawaii Seas, currently engage more than 5,000 students across numerous schools. These efforts, combined with partnerships with 15 key community organizations, will ensure HSO's cultural and educational contributions continue to enrich Hawaii for future generations.

2. Describe the applicant's capacity and resources to carry out the above plan (staffing, funding, etc.) beyond the grant period. *(2,000 character count limit)*

HSO is well-equipped to sustain and expand its programs beyond the grant period, thanks to a seasoned leadership team, strategic financial planning, and a strong network of partners. Our CEO, Music Director, and administrative staff bring decades of experience in program management, audience engagement, and operational excellence. They are supported by a specialized team focused on fundraising, grant writing, communications, and community relations, ensuring that we can continue growing our impact and reach.

Supporting an orchestra is always challenging. The HSO's board is committed to ensuring the organization's financial stability with a diverse revenue mix that includes ticket sales, grants, and robust fundraising efforts. Long-standing relationships with major foundations and sponsors reinforce our fiscal health, while our annual fundraising campaigns and community events help build a loyal donor base. We aim to increase this support by 5-8% annually, providing a strong financial foundation for our initiatives.

Our partnerships with educational institutions and community groups enable us to deliver impactful programming statewide. Collaborations with schools and environmental organizations expand our reach and integrate relevant cultural and ecological themes into our offerings. Reliable access to premier performance venues ensures that our concerts maintain high production standards, while our investment in digital infrastructure allows us to engage remote and underserved audiences effectively.

These well-coordinated resources and strategic plans position HSO to sustain and expand its programming, ensuring long-term benefits for Hawaii's diverse communities and contributing to a thriving cultural landscape.

E. No CITY funds or assistance.

The highest consideration will be given to applicants that do not receive other funding or any form of assistance from the CITY. While applicants that receive other funding or assistance from the CITY may apply for Grants in Aid funding, the extent of funding or assistance already received in relation to services provided must be considered prior to awarding Grants in Aid funds.

A percentage of the sub-total criteria points will be awarded to Grantees based on the criteria below and the information about past funding / assistance from the CITY that follows.

The applicant has received no award from the CITY within the last 3 years.	**10%**
The applicant has received 1-2 awards from the CITY within the last 3 years.	**7%**
The applicant has received 3-5 awards from the CITY within the last 3 years.	**5%**
The applicant has received between 6-9 awards from the CITY within the last 3 years.	**3%**
The applicant has received 10 or more awards from the CITY within the last 3 years.	**0%**

GRANTEE RECEIPT OF CITY GRANTS

Identify all CITY grants received by Grantee (or Fiscal Sponsor) in the last three (3) years. Information will be verified by the CITY.

1. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

2. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

3. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

4. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

5. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

6. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

7. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

8. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

9. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

10. Grant Activity Name & Contract #: _____
    Grant Period: _____ Grant Amount: _____
    Grant Purpose: _____
    Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
    Administrating Division: _____

E. Age Friendly Honolulu (Complete only if applying for the bonus points)
Consideration is to be given to applicants that incorporate the vision and goals of the Age-Friendly Honolulu Program (as codified in ROH Chapter 2, Article 22), including but not limited to (1) enabling residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active; and (2) removing barriers to inclusion for and providing support services to vulnerable residents and/or have physical limitations.

If awarded bonus points for being an Age-Friendly Honolulu project, the Grantee will be subject to additional reporting requirements, including but not limited to name, age, and physical location of seniors being served by the project.

To be eligible for the bonus points as an Age-Friendly Honolulu project an organization must demonstrate the proposal aligns with Age-Friendly Honolulu's priorities by completing the following TWO steps:

1) Go the following website https://www.hiphi.org/age-friendly-honolulu/ to access an Age-Friendly Honolulu training video. The video should be watched by at least one (1) person from the non-profit organization in a leadership position (Executive Director, Administrator, or equivalent). This video will define an "age-friendly city" and explain what types of projects align with the Age-Friendly Honolulu Vision.

2) Complete the section below by selecting which Age-Friendly Honolulu category best fits the activities of your organization and providing a brief description of how your proposal is an Age-Friendly Honolulu project.

☒ Enabling Residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active, particularly at the oldest ages

☐ Providing Kupuna with meaningful roles in the community, including mentors, volunteers, or through intergenerational programming

☐ Removing barriers to support community inclusion and accessibility for persons of all abilities.

3) How is your proposal an Age-Friendly Honolulu Project and explain how your organization can meet the additional reporting requirements if awarded? *(2,000 character count limit)*

For Keiki
Our youth initiatives introduce children to music through engaging programs that combine storytelling with orchestral performance to spark creativity. In partnership with schools, educational concerts and workshops provide hands-on experiences with music. Research indicates that children involved in music are four times more likely to achieve academic success and three times more likely to have strong attendance, with arts engagement enhancing cognitive, language, and social-emotional development.

For Kupuna
Our programming significantly benefits kupuna, who often face social isolation or cognitive decline. Community concerts like Symphony in the Park provide welcoming experiences, while music engagement reduces anxiety, lowers blood pressure, and improves memory. A 2019 Frontiers in Psychology study revealed that musical activities enhanced cognitive performance in older adults by 30%. Music also evokes positive memories, lifts spirits, and promotes well-being, especially for those with dementia.

Additionally, approximately 50 volunteers are registered in the HSO's Volunteers In Paradise (VIPs) program. VIPs participate in tasks such as program stuffing and concert greeting, allowing kupuna to engage with the HSO community, meet monthly to plan activities, and hear updates from HSO staff.

Intergenerational Engagement
HSO designs events to unite keiki and kupuna, such as holiday concerts that strengthen family bonds. As the National Endowment for the Arts reports, intergenerational programs aim to increase social connections and purpose and enrich Hawaii's cultural fabric. Blending beloved classical music with culturally relevant pieces ensures all generations feel included.

By fostering inclusive programming, HSO improves educational outcomes for keiki and enhances kupuna's quality of life, showcasing music's power to inspire and connect across all ages.

Proposal 57

APPENDIX A: TIER II GRANT PROPOSAL
SOLICITATION NO. RGP-DCS-GIA2026

SECTION I
SUMMARY

A. Grantee Legal Name:	Hawai‘i Women in Filmmaking (HWF)
B. Is Grantee a Fiscal Sponsor?	☐ Yes ☒ No
C. Grant Activity Name:	Wāhine in Film Lab

D. Briefly describe the Grantee's background, history (including year established), and mission. *(400 character count limit)*

HWF advocates for women, trans, and nonbinary filmmakers, highlighting their stories through an intersectional lens. By prioritizing often-overlooked narratives, HWF fosters a diverse and inclusive cinematic landscape in Hawai‘i, ensuring that underrepresented voices are heard and seen in film. This approach makes every story impactful and transformative.

E. Briefly describe the Grant Activity and public need being filled. *(400 character count limit)*

The Wāhine in Film Lab for women, trans, and/or nonbinary filmmakers is a community-driven initiative and intergenerational place-based filmmaking program invested in amplifying marginalized and underrepresented voices in filmmaking by providing a learning community and supportive environment to make short films.

F. Briefly summarize Grant Activity outcomes and measures of success, including number and description of those served. *(400 character count limit)*

The Wāhine in Film Lab brings together five dedicated Lab fellows, five skilled interns, and five accomplished film mentor producers, editors, camera and sound persons. Through a series of tailored workshops designed to meet each fellow's needs, these mentors and support teams will expertly guide the fellows from development to production of their short film ideas into tangible and successful projects.

G. Council District
Check all districts that will benefit from the Grant Activity. Provide the amount requested per district. Amounts must be in <u>whole</u> numbers only.

☐ District 1 $	☐ District 2 $	☐ District 3 $
☐ District 4 $	☐ District 5 $ 150,000	☐ District 6 $
☐ District 7 $	☐ District 8 $	☐ District 9 $
Total Amount Requested (must be $25,000 to $150,000)	$ 150,000	

H. Type of Grant Activity (pick ONE category that best reflects the Grant Activity):		
1. Public Services: Projects in this category will support qualified public services and programs for the target populations deemed by the CITY to be most vulnerable.		
☐ A. Public Service – Seniors	☐ B. Public Service - Children	☐ C. Public Service - Disabilities
☐ D. Public Service – Homeless	☐ E. Public Service – Domestic Violence	☐ F. Public Service – Substance Abuse
☐ G. Public Service – Mental Health	☐ H. Public Service – Other (describe):	
2. Arts, Culture, Community/Economic Development, and the Environment: Projects in this category will support the sustainable improvement in the well-being and quality of life of local communities, especially low- to moderate income areas.		
☒ A. Arts	☐ B. Culture	☐ C. Community Development
☐ D. Economic Development	☐ E. Environment	

GRANTEE'S CERTIFICATION AND SIGNATURE

The undersigned, subject to personal liability and penalty under applicable law, certifies that he or she: (i) is authorized to sign this Grant Proposal; (ii) personally prepared or reviewed the matters found in this Grant Proposal (including any related documents/attachments); (iii) asserts all statements made in this Grant Proposal (including all attachments) are true, accurate and complete; (iv) has the requisite skills and knowledge to assert the foregoing certification; and (v) has complied and shall continue to comply with all applicable requirements of Chapter 6, Article 29 of the Revised Ordinances of Honolulu 2021, as amended (Link), regarding private organizations receiving grants of public funds from the City and County of Honolulu.

Signature of Grantee (Fiscal Sponsor) Officer
Printed Name and Title:
VERA ZAMBONELLI Executive Director

Nov 16, 2024
Date
November 16, 2024

CERTIFICATE OF THE BOARD OF DIRECTORS NO OBLIGATIONS IN ARREARS

The undersigned of the Board ("Grantee") hereby certifies that the Grantee or any principal of the Grantee or sponsored organization (where the Grantee is a Fiscal Sponsor) is not in arrears on any financial or other obligation owed to the City & County of Honolulu, a municipal corporation of the State of Hawai'i.

Anne Kateri Tekakwitha Weber-Yarbrough
(Signature)

Anne Kateri Tekakwitha Weber-Yarbrough
(Print name)

CERTIFICATE OF THE BOARD OF DIRECTORS AUTHORIZATION TO ASSIGN AUTHORITY

The undersigned of the Board ("Grantee") hereby certifies that Vera Zambonelli (name), Executive Director (title), has been authorized by the Board of Directors to sign proposals, contracts, and related documents on behalf of the Grantee. Accordingly, I hereby assign the authority by the Board to execute proposals, contracts, and contract amendments on behalf of the Grantee, and further certify that the assigned is given the power and authority to do all things necessary to implement, maintain, amend, or renew such contracts, including but not limited to the delegation of signing authority to another employee of the Grantee.

Anne Kateri Tekakwitha Weber-Yarbrough
(Signature)

Anne Kateri Tekakwitha Weber-Yarbrough
(Print name)

~~STATE OF HAWAII~~ State of Virginia)
~~CITY AND COUNTY OF HONOLULU~~ County Of Fairfax)

On this 18th day of November, 2024, before me appeared Anne Kateri Tekakwitha Weber-Yarbrough, personally known to me, who, being by me duly sworn, did say that he/she is the President, Board Of Director of Hawaii women in flimmaking and that the corporation has no corporate seal, and that said instrument was signed in behalf of said corporation by authority of its Board of Directors, and said Anne Kateri Tekakwitha Weber-Yarbrough acknowledged said instrument to be the free act and deed of said corporation.

Notary Public, State of ~~Hawaii~~ Virginia

My Commission expires: 01/31/2027

TASNIEF HAQUE
REGISTRATION NUMBER
8075605
COMMISSION EXPIRES
January 31, 2027

Doc. Date: 11/18/2024 # Pages 16
Name: Hawaii women in filmmaking Circuit
Doc. Description: Tier 2 Grant Proposal

Signature Date
NOTARY CERTIFICATION 11/18/2024

Notarized remotely online using communication technology via Proof.

SECTION II
GRANT ACTIVITY INFORMATION

A. Describe how the community need, stated problem/issue, and target population are effectively validated. The description must include how the public services' target population is vulnerable or how the arts, culture, community/economic development, or environmental activities will especially support low- to moderate-income areas.

1. Provide substantive data and other qualifying information to demonstrate how the problem/issue impacts the target population and is a community priority that needs to be addressed. *(5,000 character count limit)*

2023 was a year in which things were not as they seemed in Hollywood. While Greta Gerwig's *Barbie* reigned supreme as a number one box office film, women behind the camera remained dramatically underrepresented. Of those working on the 250 top-grossing films in 2023, women directors accounted for just 16%, and 94% of those films had no women cinematographers, 86% had no women composers, 74% had no women writers, and 72% had no women editors.

These stark numbers underscore the urgent need for diverse representation in the film industry behind the camera as we believe that the lack of involvement in the creative process affects not only what stories are told but also who we see on screen, and who can make a living as a filmmaker in the industry.

Just looking at the prevalence of girls/women on screen in 2023, its number regressed from 2022 levels, which is valid for overall speaking characters and protagonists. Fewer films had women of color or older women (45+) driving the plot. Older (65+) women of color were erased from films with ensemble casts. American Indian/Alaskan Native and Native Hawaiian/Pacific Islander girls and women were missing on screen across 99 of the 100 top-grossing films. The LGBTQIA+ community has faced significant erasure in the 100 most popular movies since 2014. In 2023, 76 out of 100 films completely excluded LGBTQIA+ characters. And, transgender representation was nearly absent in 2023. The landscape is challenging, with 47 anti-trans bills passed in 2024 and 73 federal proposals. This presents a missed opportunity for entertainment to portray the trans community positively and foster understanding, highlighting a failure to challenge anti-trans narratives in Hollywood. In sum, the landscape of the most seen movies in 2023, as in past years, does not reflect the world we live in.

This underrepresentation or lack of representation translates into pay disparities. Female directors and producers, even when given jobs in the industry, often earn less than their male counterparts, contributing to economic inequality. Female actors earn about 25% less per movie than their male counterparts. This translates to an unexplained gender gap of over $1 million per film.

Similarly in Hawai‘i, for filmmakers who identify as wāhine and māhū, there has been very little representation behind the camera and consequently in front of the camera. In fact, in the last 30 years, there have been only 5 women filmmakers who have made narrative feature films in Hawai‘i, and the content has historically been produced by and for non-Pasifika people with stories that lack authentic connection to the experiences and communities that make up the fabric of Hawai‘i. Kānaka and Pasifika stories are often underrepresented although there is no lack of talent - only a major lack of representation, opportunities and resources for filmmaking in Hawai‘i.

The Wāhine in Film Lab is not just a priority need, but an urgent call to action and a strategic investment in the local community's cultural and socio-economic future. By addressing the systemic barriers women, trans, and nonbinary and other filmmakers of color face in the film industry and providing essential support, the Lab creates the conditions, teaches the skills, and provides the tools for underrepresented and/or marginalized voices to tell their stories with a place-based and intergenerational approach.

This potential for diverse storytelling reminds us that by embracing varied narratives and supporting new voices, we can better reflect reality and move beyond skewed representations, and so enrich our local communities and contribute to a more equitable and inclusive society as a whole.

Sources:
Lauzen, M., (2024) *The Celluloid Ceiling: Employment of Behind-the-Scenes Women on Top Grossing U.S. Films in 2023*
Maheshwari, S. (2024) *A FAULT IN WOMEN'S STARS: #Exploring the gender pay gap in the West Film Industry*.
Stacey, L., (2024) *Inequality in 1,700 Popular Films: Examining Portrayals of Gender, Race/Ethnicity, LGBTQ+ & Disability from 2007 to 2023*.

B. Describe the proposed plan

1. Provide a description of the Grant Activity. This description will be used as the scope of services in the contract. Describe why you chose this Grant Activity and how it will effectively address the community's problem / need. *(3,000 character count limit)*

Our Lab aims to support wāhine and gender-expansive filmmakers in sharing their unique stories, as well as personal, ancestral, and cultural connections to Hawai'i. We provide access, funding, and a platform in the media production process, helping to level the playing field in their careers in film with a place-based and intergenerational approach.

The Lab's concept and activities emerged from collaborative efforts and informal meetings we hosted since 2020. Together, we identified areas where we wanted support for our local storytellers, shaping the Wāhine in Film Lab.

The Wāhine in Film Lab is a six-month program for five fellows and five interns focusing on developing short films in Oʻahu, ranging from narrative to documentary, resulting in film trailers and pitch decks for five new short films. It aims to equip filmmakers with the technical and creative skills needed for Hawaiʻi's film industry while honoring cultural ties and personal connections. Skill-building will cover screenwriting, cinematography, casting, editing, and cultural protocols related to Hawaiʻi's environment. Participants in the Lab will receive essential support services for filmmaking, including a directory of local women filmmakers for collaboration, fundraising resources, proposal writing assistance, networking, and fiscal sponsorship.

Leading to the administration of the Lab, we will host informational sessions, as well as Film Project Ideas clinics to provide feedback before submission. The grant leads and mentors will meet to develop the Lab infrastructures, review and select the film projects and interns.

The Lab includes three phases: Development, Production, and Post-Production, guiding participants through the film creation process. By providing a structured, place-based, and

intergenerational approach, the Lab fosters skill-building and a strong sense of community, enabling storytellers to share their stories through film.

The Lab will meet weekly starting in February 2026 in Honolulu at Hawai‘i Women in Filmmaking’s location in Kaka‘ako. February and March gatherings will be dedicated to Development and Pre-Production, April gatherings to Production, and May and June workshops to Post-Production and Distribution. The Lab closes in July with a Hō‘ike. The Lab will facilitate connections between emerging and established professionals, fostering a community of support and collaboration to help women navigate the industry and build successful careers.

Facilitators and leads will be selected from the local media community and/or invited from other locales according to their area of expertise in film production. We work in close collaboration with Pacific Islanders in Communications, the Hawai‘i Filmmakers Collective, ICAN, Hawai‘i Creative Industries, and HIFF and foresee support from them in this. Hence, the Wahine in Film Lab will be an opportunity to work collaboratively and amplify each other's efforts and contributions in making Hawai‘i Media industries inclusive and equitable.

In conclusion, a Wāhine in Film Lab effectively addresses the community's need for gender equity in the film industry by empowering women, driving economic growth, enriching cultural narratives, and fostering long-term sustainability. By investing in this initiative, the community takes a significant step towards a more inclusive and prosperous future.

2. Provide measurable outcomes, describe how outcomes are aligned with the purposes and priorities of the Grants in Aid Fund, and describe how outcomes directly benefit the target population. *(3,000 character count limit)*

Public Services should begin with a statement of the number of individuals that the Grant Activity will directly benefit during the Grant Term.

Arts, Culture, Community/Economic Development or Environment should begin with a statement as to how the Grant Activity supports the sustainable improvement in the well-being and quality of life of local communities, especially low to moderate income areas.

The Wāhine in Film Lab brings together five dedicated Lab fellows, five skilled interns, and five accomplished film mentor producers, editors, camera and sound persons. Through a series of tailored workshops designed to meet each fellow's needs, these mentors and support teams will expertly guide the fellows from development to production of their short film ideas into tangible and successful projects.

Films produced by participants often explore themes such as heritage, environmental issues, and personal and ancestral connections to land and place. These narratives contribute to a richer cultural discourse and raise awareness about important topics relevant to Hawai‘i at large. In the past, the Lab has facilitated collaborations between filmmakers and community organizations, resulting in projects highlighting and addressing local concerns, and encouraging community members to participate in these projects, allowing them to share their experiences and perspectives. This fosters a sense of belonging and strengthens community ties.

The film Lab offers comprehensive training programs that equip women with marketable skills in film production, editing, and storytelling. This training enhances their employability and opens up new career opportunities. By fostering a skilled workforce, the Lab contributes to

job creation, particularly in film-related sectors such as production, set design, and post-production, both in the independent and commercial sectors.

Amplifying Pasifika and POC women, non-binary, and trans voices in film in Hawai'i is transformative for both the creative and broader communities. By centering these underrepresented voices in film, these stories challenge stereotypes, enrich cultural narratives, and provide authentic representation to resonate with diverse audiences throughout Hawai‘i. It also fosters growth by driving a more inclusive creative ecosystem. Beyond the arts, these stories catalyze social change, encouraging broader conversations about equity, belonging, and justice, and inspiring action to address systemic disparities.

The Lab creates a network of support for these filmmakers, offering mentorship, collaboration opportunities, and resources, helping participants navigate the film industry. By connecting emerging filmmakers with industry veterans, the Lab enhances the professional development of its participants, enabling them to build sustainable careers.

In conclusion, the Wāhine in Film Lab plays a pivotal role in supporting sustainable improvement in local communities' well-being and quality of life. By providing economic opportunities, enhancing social cohesion, and promoting gender equity and visibility, the Lab not only fosters a more inclusive and prosperous community but also demonstrates the positive impact of the initiative on communities at large.

Measurable outcomes aligned with our purposes and priorities are (also detailed in Sec IV Schedule)

- 3 Info sessions besides online promotion
- Serve up 5 fellows assisted by dedicated mentors
- Include 5 Interns as Production Assistants
- 12 gatherings and seminars/conversations led by experts in the field
- 15 crew experts (camera, sound, editing) in the field engaged with through the lab sessions attached to each project
- Increased awareness of community resources and support
- 5 pitch deck and trailers
- 1 Hō‘ike to share the project with the community at large

3. Provide an action plan to achieve the stated measurable outcomes. If the Grant Activity involves a partnership, provide a description of each partner’s role. Must include measurable milestones, specific events, or other performance measures appropriate to achieving the outcomes. *(3,000 character count limit)*

Our action plan entails the following activities:

- Clearly articulate the purpose of the Lab with all partners and allies to identity areas of support, roles, and responsibilities if entering partnership
- Design an application process that is accessible and inclusive. Consider criteria such as project potential, diversity, and experience level.
- Assemble a diverse panel of industry professionals to review applications and select participants.
- Hire a dedicated team to manage the Lab
- Promotion and outreach to share about the application to the Wāhine in Film Lab, using social media, industry publications, and partnerships to promote the Lab and reach potential participants.

- Engage with film communities, women's groups, Native Hawaiian leaders and cultural experts, and educational institutions to raise awareness and encourage participation.
- Informational Sessions and Film Project Ideas clinics
- Invitation of mentors to be part of the selection process and curriculum development and finalization
- Selection of the projects
- The delivery of the Lab, from opening to the several seminars, and the closing of the Lab.
- Continuous support and feedback to participants throughout the program, with staff and mentors, adjusting as needed based on feedback.
- Research, writing and development of 5 short film projects concluding in 5 short film trailers and/or pitch decks
- Hoʻike at the completion of the Lab consists of pitching their film projects to the community at large to seek out additional support and funding to complete production/post-production, inviting industry professionals, media, and the public.
- Evaluation of the Lab

4. Provide a budget narrative that explains how the budget in Section III will achieve the desired outcomes. (*3,000 character count limit)*

Funding is allocated toward:

Administrative and Direct Services Personnel

- The Executive Director is responsible for overseeing all aspects of the Wāhine in Fund Lab, including communication, planning, program implementation, partnership development, and grant managing and reporting.
- The Creative Directors are responsible for the curriculum development and gatherings' content development
- The Mentors are the main facilitators of the Fellows' learning experience during the Lab, providing one-to-one support, from development to post-production.
- Guest speakers will be invited to provide insights and share experiences, offering inspiration and practical advice to participants.
- Cultural Advisors
- We may also use some funding to cover childcare as needed.

Program Expenses

- Funds will be used to purchase hard-drives to store media and equipment rental
- Funding is also allocated toward props/production materials

Facility Costs

- The allocated budget covers rental costs for the facility where all activities and programs are conducted.

Marketing and Outreach

- Funds will be used for online and print advertisements to increase awareness and attract participants from diverse backgrounds.

5. Provide a timeline that is complete, realistic and appropriate to achieve the desired outcomes. This timeline should also be reflected in Section IV. *(3,000 character count limit)*

October 2025 (if grant awarded) - December 2025

- Design an application process that is accessible and inclusive. Consider criteria such as project potential, diversity, and experience level.
- Assemble a diverse panel of industry professionals to review applications and select participants.
- Hire a dedicated team to manage the Lab
- Promotion and outreach to share about the application to the Wāhine in Film Lab, using social media, industry publications, and partnerships to promote the Lab and reach potential participants.
- Engage with film communities, women's groups, and educational institutions to raise awareness and encourage participation.
- Informational Sessions and Film Project Ideas clinics
- Invitation of mentors to be part of the selection process and curriculum development and finalization
- Selection of the projects

January 2026

- Invitation to fellows and acceptance

February - June 2026

- The delivery of the Lab, from opening to the several gatherings, one to one mentorship, and guest speakers.
- Gatherings will be organized around the following phases in filmmaking: Development, Pre-Production, Production, Post-Production and Distribution.
- Continuous support and feedback to participants throughout the program, adjusting as needed based on feedback.
- Mentor meetings to review Lab as it unfolds

July 2026

- Hoʻike at the completion of the Lab consisting of pitching their film projects to the community at large to seek out additional support and funding to complete production/post-production, inviting industry professionals, media, and the public.
- Evaluation of the Lab

C. Provide evidence of the agency's ability to perform the proposed grant activity through past performance, current capacity and/or plan to acquire the capacity to perform.

1. Provide data that demonstrates proven success in offering the same, similar, or related activities to achieve the proposed outcomes. *(3,000 character count limit)*

Hawaiʻi Women in Filmmaking (HWF) has completed three annual Wāhine in Film Labs as a 6-month-long incubator for women and genderqueer filmmakers in Hawai'i to develop 10 short film ideas into viable projects by the end of their time at the Lab.

In a recent survey for this grant, we asked participants what they remember most about the Lab. Here are some key responses:

- I learned the entire process of film creation & received valuable feedback on my film

- The mentorship & friendships were invaluable. I met everyone I worked with through HWF!
- The Lab built community and confidence, with superb mentoring that set me on my path.
- It was a great community builder with many valuable learning resources shared.
- Engaging with experts in practical film production was really fun.
- I appreciated the opportunity to learn from seasoned Wāhine filmmakers.
- The connections I made were amazing; I'm still colLaborating with fellow participants.
- The Lab provided creative accountability, a safe space for support, and an invaluable experience.

Participants described it as a supportive atmosphere with a strong sense of community, viewing it as a significant stepping stone in their filmmaking journeys. This sense of community and support is what makes our program unique and inclusive, and we are proud to be creating the community we want to be part of. This transformation in confidence is a testament to the empowering nature of our program, and we are proud to have played a role in boosting the self-assurance of our participants.

Many alumnae of the Wāhine in Film Lab have achieved notable success in the film industry, transforming the film ideas they incubated during our Labs to complete films receiving accolades for their work. Participants have showcased their films at prestigious film festivals, gaining recognition and increasing their visibility on both national and international stages.

This success is a testament to the effectiveness of our program, and we are proud to have been a part of their journey.

- DEAR ALOHA by Cris Romento (Fellow 2022), Firelight Media Homegrown: A Part Of/Apart From Initiative Fellow (2024), the film completed, premiered at HIFF 2024, will be streaming on PBS National starting Jan 2025, and now doing the film festival round.https://hiff.org/events/dearaloha/
- FAIR by Elizabeth Rian (Fellow 2023), a film completed in early 2024 and made the festival round, including HIFF 2024, has received several accolades and awards.
- AMEFIL by Eleni Avendano (Fellow 2021), completed in 2023, premiered at HIFF 2023, is currently used in classrooms.
- RACKET by Zoe Eisenberg (Fellow 2021) Produced in 2022, and screened at HIFF, Berlin Short Film Festival, McMinnville Short Film Festival, Tallgrass FF

Currently in Pre-Production/Production:
- WANLE by Alison Week (Fellow 2022)
- SINGLE USE by Nancie Caraway (Fellow 2022)
- TARAY by Romyn Sabatchi (Fellow 2023)
- BY A THREAD by Florence Jane Andres (Fellow 2023)
- TIP OF THE SPEAR by Sophia Perez (Fellow 2022)

We are creating the community WE want to be part of.

2. Describe the applicant's capacity to successfully achieve the proposed outcomes. Responses should include organizational knowledge, staffing, fiscal resources, facilities and other resources, stakeholders and relationships, and other relevant resources. *(3,000 character count limit)*

HWF is a formidable force in the community dedicated to supporting and uplifting women, trans, and nonbinary filmmakers. Our strength lies in our well-established infrastructure and

resources, guided by a leadership team with unparalleled expertise and a deep understanding of the film industry and women filmmakers' challenges. This leadership is instrumental in steering the organization toward achieving its goals.

Since its inception in 2011, HWF has launched various successful initiatives and programs. We provide educational opportunities like "Making Media That Matters" and Reel Camps to empower the next generation of Hawai‘i Wāhine storytellers. Our Emmy Award-winning series "Reel Wāhine of Hawai‘i" showcases films made by and about women.

We connect Wāhine (cis/trans), femmes, nonbinary, genderfluid, and genderqueer individuals with mentors and support through our "Wāhine in Film Talk-Story" gatherings, the "Wāhine in Film Lab," and our annual "Wāhine in Film Mixer." Our internships offer opportunities for film production and professional development for women in the industry.

Additionally, we address critical issues and amplify marginalized voices through events like the "Women of Wonders Film Fest" and "Indie Lens Pop-Up" screenings, fostering empathy and understanding for underrepresented perspectives.

HWF has formed partnerships with local, national, and international film organizations, educational institutions, and community groups to expand opportunities for participants within the filmmaking community. We regularly collaborate with local entities like the Hawai‘i Filmmakers Collective, Creative Industries, HIFF, and Pacific Islanders in Communications.

As part of the Advisory Committee of the Independent Media Arts Group (IMAG), HWF contributes to the Independent Film & Media Arts Field-Building Initiative, which promotes knowledge exchange and relationship-building in the film and media arts industry. We also engage in the IMAG Women40+ DocFilmmakers Initiative and are active in the Hawai‘i Film and Media Arts Coalition, as well as film collectives like Film Fatales and Brown Girls Doc Mafia (BGDM).

HWF is deeply committed to promoting diverse voices and stories in film and ensuring that underrepresented perspectives are included and highlighted. This focus on inclusivity enriches cultural narratives and aligns with broader industry trends toward diversity, making all voices feel valued and respected.

In conclusion, Hawai‘i Women in Filmmaking is well-equipped to implement the proposed Women's Film Lab successfully. Their established track record, comprehensive resources, strong community connections, commitment to inclusivity, and stable organizational structure position them as a key player in empowering women filmmakers and promoting gender equality in the film industry.

D. Describe the applicant’s sustainability and/or additional long-term benefit to the community

1. Provide a plan for sustaining and / or expanding activities beyond the applicable grant period. *(2,000 character count limit)*

By diversifying our funding sources, we can significantly reduce our dependency on a single grant, paving the way for a more stable and sustainable future for our Wāhine in Film Lab.

While we are constantly working on diversifying our funding, we also recognize the need for more funding sources for film and filmmaking, especially of such an amount. Nevertheless,

we are committed to engaging the community and supporters of women in film by launching crowdfunding initiatives and seeking other granting sources. We also plan to partner with companies interested in supporting gender diversity in the film industry - though not as many, and we will continue to approach philanthropic organizations and individuals passionate about gender equality and the arts.

We will continue to nurture strong relationships with industry stakeholders, provide ongoing support, and leverage the success of our Wāhine in Film Lab participants.

2. Describe the applicant's capacity and resources to carry out the above plan (staffing, funding, etc.) beyond the grant period. *(2,000 character count limit)*

HWF is powered by a dedicated and highly competent staff, backed by a pool of accomplished professionals. Our collaborative efforts with various film and social justice organizations enable us to proactively launch programs, productions, and initiatives that drive social change and justice through the influential medium of film.

HWF focuses on enhancing the skills and knowledge of its participants to prepare them for various roles in the film industry. The organization offers several capacity-building initiatives, such as filmmaking workshops and youth educational programs. It continuously provides mentorship opportunities by connecting filmmakers at any level with experienced professionals in the film industry. Moreover, HWF offers a range of resources to support its mission and participants, such as film equipment access to ensure that financial barriers do not hinder creativity, HWF offers access to professional-grade cameras, lighting, and sound equipment. This allows participants to produce high-quality films without investing in costly gear.

At HWF, we go beyond technical and financial support. We foster a sense of community and encouragement among our participants by hosting screenings and festivals that celebrate diverse voices. For instance, our annual Women of Wonders film festival is a platform that showcases the work of women and non-binary filmmakers, celebrating their unique perspectives and contributions to the film industry.

HWF continues to focus on building its financial base to ensure program quality and continuity. We have relied primarily on grants, donations, and fee-for-service income to support our programs. We own the equipment needed to offer all of the programs and have access to great workshop venues. We strive to improve our programs each year and meet the needs of our community.

Every day, Hawai‘i Women in Filmmaking is making significant strides in transforming the film industry into a more inclusive and equitable space. Our work has already had a profound impact, and we are exceptionally well-positioned to carry out our plan beyond the grant period, continuously seeking grants like the Grant-In-Aid to further influence the industry towards positive change.

E. No CITY funds or assistance.
The highest consideration will be given to applicants that do not receive other funding or any form of assistance from the CITY. While applicants that receive other funding or assistance from the CITY may apply for Grants in Aid funding, the extent of funding or assistance already received in relation to services provided must be considered prior to awarding Grants in Aid funds.

A percentage of the sub-total criteria points will be awarded to Grantees based on the criteria below and the information about past funding / assistance from the CITY that follows.	
The applicant has received no award from the CITY within the last 3 years.	**10%**
The applicant has received 1-2 awards from the CITY within the last 3 years.	**7%**
The applicant has received 3-5 awards from the CITY within the last 3 years.	**5%**
The applicant has received between 6-9 awards from the CITY within the last 3 years.	**3%**
The applicant has received 10 or more awards from the CITY within the last 3 years.	**0%**

GRANTEE RECEIPT OF CITY GRANTS

Identify all CITY grants received by Grantee (or Fiscal Sponsor) in the last three (3) years. Information will be verified by the CITY.

1. Grant Activity Name & Contract #: Wāhine in Film Lab CT-DCS-2300020
   Grant Period: 01/01/2023-12/31/2023 Grant Amount: $170,538
   Grant Purpose: Film ideas incubator
   Grant Activity Status: ☐ Underway ☒ Completed ☐ Canceled
   Administrating Division: DCS

2. Grant Activity Name & Contract #: Social Justice Filmmaking programs CT-DCS-2200026
   Grant Period: 10/06/2021-10/05/2022 Grant Amount: 170,516
   Grant Purpose: Social Justice Filmmaking programs for Girls
   Grant Activity Status: ☐ Underway ☒ Completed ☐ Canceled
   Administrating Division: DCS

E. Age Friendly Honolulu (Complete only if applying for the bonus points)
Consideration is to be given to applicants that incorporate the vision and goals of the Age-Friendly Honolulu Program (as codified in ROH Chapter 2, Article 22), including but not limited to (1) enabling residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active; and (2) removing barriers to inclusion for and providing support services to vulnerable residents and/or have physical limitations.

<u>If awarded bonus points for being an Age-Friendly Honolulu project, the Grantee will be subject to additional reporting requirements, including but not limited to name, age, and physical location of seniors being served by the project.</u>

To be eligible for the bonus points as an Age-Friendly Honolulu project an organization must demonstrate the proposal aligns with Age-Friendly Honolulu's priorities by completing the following TWO steps:

1) Go to the following website https://www.hiphi.org/age-friendly-honolulu/ to access an Age-Friendly Honolulu training video. The video should be watched by at least one (1) person from the non-profit organization in a leadership position (Executive Director, Administrator, or equivalent). This video will define an "age-friendly city" and explain what types of projects align with the Age-Friendly Honolulu Vision.

2) Complete the section below by selecting which Age-Friendly Honolulu category best fits the activities of your organization and providing a brief description of how your proposal is an Age-Friendly Honolulu project.

☒ Enabling Residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active, particularly at the oldest ages

☒ Providing Kupuna with meaningful roles in the community, including mentors, volunteers, or through intergenerational programming

☒ Removing barriers to support community inclusion and accessibility for persons of all abilities.

3) How is your proposal an Age-Friendly Honolulu Project and explain how your organization can meet the additional reporting requirements if awarded? *(2,000 character count limit)*

Kupuna (elders) are some of our best storytellers in Hawai‘i, and we do not have age limitations to be part of our Lab either as mentor or as a fellow. A great deal of our wisdom in Hawai‘i is derived from the knowledge and storytelling of our elders which has shaped our legacy of mo‘olelo since time immemorial. Our Lab not only acknowledges this but also celebrates and encourages the inclusion of voices from different age groups, making everyone feel valued and respected in the industry.

Mentorship is not just a feature, but a cornerstone of the Wāhine in Film Lab. It's a reciprocal relationship where older participants have the opportunity to both receive guidance and mentor younger filmmakers. ‘Opio (youth) are the future of our islands and the continuity of all of the work we do, and often offer fresh insights and perspectives that also teach the older generations. This inherent relationship between ‘opio (youth), makua (parent age) and

kupuna (elders) provides invaluable support and learning opportunities, helping to bridge generational gaps and fostering a sense of community and collaboration across ages.

The Wāhine in Film Lab champions the concept of lifelong learning, urging participants to constantly evolve and adapt in a swiftly changing industry. This mindset is especially liberating for older women who might have felt it was too late to embark on or rekindle a career in film. By offering resources and support, our Lab affirms that it's never too late to follow one's passion, instilling a sense of inspiration and motivation.

Proposal 58

APPENDIX A: TIER II GRANT PROPOSAL (Grants $25,000 to $150,000)
SOLICITATION NO. RGP-DCS-GIA2026

Instructions: The proposal below must be completed in full. Responses must be provided in the fillable boxes provided. Where annotated, the fillable boxes have predetermined maximum limits on character counts. Letters, numbers, punctuation marks, and spaces are included in the character count limits.

SECTION I
SUMMARY

A. Grantee Legal Name:	Hawaii Workers Center
B. Is Grantee a Fiscal Sponsor?	☐ Yes ☐ No
C. Grant Activity Name:	Wage Theft Clinic

D. Briefly describe the Grantee's background, history (including year established), and mission. *(400 character count limit)*

The Hawaii Workers Center (HWC), established in 2020, envisions a Hawaii in which all workers are empowered to exercise their right to organize for their social, economic, and political well-being. The Hawaii Workers Center focuses on workers' rights for low wage workers and is a resource for information, education, training, and organizing.

E. Briefly describe the Grant Activity and public need being filled. *(400 character count limit)*

HWC will offer regular Wage Theft Clinics and Know Your Workers' Rights (KYWR) training to low-wage, primarily immigrant and migrant workers, who are more likely to experience wage theft and other violations of workers' rights. KYWR training will cover topics such as workplace safety and health, abuse and harassment, and labor trafficking.

F. Briefly summarize Grant Activity outcomes and measures of success, including number and description of those served. *(400 character count limit)*

HWC will hold 12 Wage Theft Clinics, 1 per month, serving 15-20 lower wage, immigrants or migrant workers at each clinic. HWC will hold 12 KYWR trainings, paired with outreach and development of materials in various languages.

G. Council District
Check all districts that will benefit from the Grant Activity. Provide the amount requested per district. Amounts must be in whole numbers only.

☐ District 1 $ 15,000	☐ District 2 $ 15,000	☐ District 3 $ 10.000
☐ District 4 $ 10,000	☐ District 5 $15,000	☐ District 6 $16,067

☐ District 7 $15,000	☐ District 8 $10,000	☐ District 9 $ 16,000
Total Amount Requested (must be $25,000 to $150,000)	$122,067	

H. Type of Grant Activity (pick ONE category that best reflects the Grant Activity):		
1. Public Services: Projects in this category will support qualified public services and programs for the target populations deemed by the CITY to be most vulnerable.		
☐ A. Public Service – Seniors	☐ B. Public Service - Children	☐ C. Public Service - Disabilities
☐ D. Public Service – Homeless	☐ E. Public Service – Domestic Violence	☐ F. Public Service – Substance Abuse
☐ G. Public Service – Mental Health	☐ H. Public Service – Other (describe):	
2. Arts, Culture, Community/Economic Development, and the Environment: Projects in this category will support the sustainable improvement in the well-being and quality of life of local communities, especially low- to moderate income areas.		
☐ A. Arts	☐ B. Culture	☐ C. Community Development
☐ **D. Economic Development**	☐ E. Environment	

GRANTEE'S CERTIFICATION AND SIGNATURE

The undersigned, subject to personal liability and penalty under applicable law, certifies that he or she: (i) is authorized to sign this Grant Proposal; (ii) personally prepared or reviewed the matters found in this Grant Proposal (including any related documents/attachments); (iii) asserts all statements made in this Grant Proposal (including all attachments) are true, accurate and complete; (iv) has the requisite skills and knowledge to assert the foregoing certification; and (v) has complied and shall continue to comply with all applicable requirements of Chapter 6, Article 29 of the Revised Ordinances of Honolulu 2021, as amended (Link), regarding private organizations receiving grants of public funds from the City and County of Honolulu.

Signature of Grantee (Fiscal Sponsor) Officer Printed Name and Title: Sergio J. Alcubilla, Executive Director		Date 11/22/24

SECTION II
GRANT ACTIVITY INFORMATION

A. Describe how the community need, stated problem/issue, and target population are effectively validated. The description must include how the public services' target population is vulnerable or how the arts, culture, community/economic development, or environmental activities will especially support low- to moderate-income areas.

1. Provide substantive data and other qualifying information to demonstrate how the problem/issue impacts the target population and is a community priority that needs to be addressed. *(5,000 character count limit)*

According to the Economic Policy Institute, it is estimated that wage theft costs American workers at least $50 billion per year and 76% of low wage workers who work overtime are not paid the overtime rate. According to Raise Up Hawaii, there are over 88,000 minimum wage workers in Hawaii, making up 14 percent of our total workforce. The workers and families that the Hawaii Workers Center (HWC) serves, normally work two or three jobs to survive and often live in crowded multigenerational apartments or houses. Additionally, many are immigrants or recent migrants who have limited English proficiency.

It is imperative that workers in Hawaii understand their rights and know how to handle wage theft because of the severity and vulnerability of many immigrant groups here in Hawaii. HWC serves a base of primarily lower wage and immigrant or migrant workers, particularly residents that are part of the Pacific Island nations belonging to the Compact of Free Association (COFA) and recent immigrants from the Philippines. Over 18,504 COFA residents live in Hawaii, accounting for 1.3 percent of the state's total population. In comparison to the general population, COFA citizens in Hawaii are less educated, have a lower income, and are more likely to live below the poverty line. (https://files.hawaii.gov/dbedt/economic/reports/COFA_Migrants_in_Hawaii_Final.pdf) Filipinos in Hawaii make up about a quarter of the population in Hawaii, and are similarly vulnerable to workplace abuse (https://files.hawaii.gov/dbedt/economic/reports/SelectedRacesCharacteristics_HawaiiReport.pdf).

These workers are more likely to not know their rights and may not know or misunderstand their employer's rules. They are often those most likely to be taken advantage of, including not being paid fully for work done or being misclassified as an independent contractor when their circumstances are clearly that of an employee and are thus eligible for some benefits and protections such as Workers Compensation if injured on the job.

In another study done by the Economic Policy Institute, 2.4 million US workers - or approximately 17% of low-wage workers - lose $8 million dollars a year in unpaid wages (See "Employers steal billions from workers' paychecks each year" by David Cooper and Teresa Kroger available at https://www.epi.org/publication/employers-steal-billions-from-workers-paychecks-each-year/). Wage theft takes many forms; including but not limited to minimum wage violations, overtime violations, off-the-clock violations, meal break violations, and employee miscalculation violations.

While it is a minority of employers who intentionally commit abuses of labor law and exploit workers, it is nonetheless a growing and serious problem. In the past few years, there have been many high profile cases, one at a high-end hotel and one at a substance abuse

rehabilitation center that has misclassified many among their workforce thus avoiding tax payments, payment of correct wages and overtime. (See "Us Department Of Labor Finds Honolulu Addiction Treatment Center Denied 34 Care Workers, Support Staff Overtime, Minimum Wages" U.S. Department of Labor).

Recently, HWC worked with the Federal Department of Labor to help 23 workers at Max's Restaurant win back over $307,000 in owed back wages and damages. The workers were misclassified as exempt and were regularly working 60-70 hour weeks without overtime pay. One of the workers, a Philippine national, went over 14 years without seeing his family or returning to his home in the Philippines.

HWC is in the process of assisting additional workers in other industries receive their hard-earned wages. These workers were continuously given the runaround by the employer and their stories share a common theme of the employer purposely not paying wages to employees less likely to complain. If not for the urging of HWC, these employees likely would not have attempted to hold this employer accountable.

In organizing and providing services to lower wage and primarily immigrant/migrant workers, HWC has especially encountered the prevalence of wage theft in the form of unpaid overtime and payments in cash leading to miscalculation violations.

Many workers experiencing workplace issues are likely to work for newer immigrant owned businesses whose employers may not always understand complex state and federal labor laws. Thus, HWC will also offer information and appropriate resources to employers who want to know more or who seek to take corrective action.

With Hawaii's high cost of living and ALICE (Asset Limited, Income Constrained, Employed) families struggling to make ends meet or leaving Hawaii altogether for much cheaper states, it is imperative that low wage workers and their families are given every opportunity to succeed here in Hawaii, which includes combating wage-theft.

B. Describe the proposed plan

1. Provide a description of the Grant Activity. This description will be used as the scope of services in the contract. Describe why you chose this Grant Activity and how it will effectively address the community's problem / need. *(3,000 character count limit)*

HWC will conduct Wage Theft Clinics and Know Your Workers' Rights (KYWR) training throughout O'ahu. The program aims to develop community navigators able to issue spot wage theft violations and other workplace abuses and refer community members to HWC and other resources. The program is focused on assisting low-wage workers, mostly from Micronesian/COFA and Filipino communities. All genders and adults and youth eligible for employment will be served. HWC proposes 1 joint wage theft clinic + KYWR training per month over a 12-month period. HWC will also provide two sessions available remotely to better accommodate workers' schedules and ensure accessibility. HWC will also utilize social media, ethnic radio and newspapers, and public service announcements to reach immigrant and migrant communities.

HWC anticipates to train a minimum of 15-20 workers per Wage Theft Clinic and KYWR training session and will accommodate larger numbers if needed. In total, HWC expects to

provide training to at least 180-240 workers. In addition, HWC will hire a part time volunteer coordinator, train volunteers, and contract with translators.

These community navigators will also receive follow up consultations and mentoring from HWC. HWC anticipates at least 10 will remain navigators/trainers and all who have been trained will be able to spot issues and concerns and refer workers to HWC or the appropriate Department of Labor agency for assistance. Providing this type of educational community based program at this scale will be a major step forward given that there are no such trainings being offered in Hawaii for non-unionized workers, despite comprising nearly 80% of Hawaii's workforce.

HWC chose this approach because it believes in community empowerment and providing the tools necessary for community members to build up their own capacity and knowledge to be able to help one another. The community navigator/ train-the-trainer approach is used successfully in other settings to build on Hawaii's unique cultural diversity. In many groups, a community navigator is seen as an elder, leader, or someone with a unique skillset or knowledge that others will go to for assistance. HWC seeks to expand its current work and training program by training these individuals to provide the information to their own communities. Further, on the other end of the generational spectrum, HWC will provide training to youth through its Imua Youth Leadership Program. The youth from many immigrant/migrant communities often serve as de facto navigators for their families, navigating barriers to language access and other much needed resources.

2. Provide measurable outcomes, describe how outcomes are aligned with the purposes and priorities of the Grants in Aid Fund, and describe how outcomes directly benefit the target population. *(3,000 character count limit)*

Public Services should begin with a statement of the number of individuals that the Grant Activity will directly benefit during the Grant Term.

Arts, Culture, Community/Economic Development or Environment should begin with a statement as to how the Grant Activity supports the sustainable improvement in the well-being and quality of life of local communities, especially low to moderate income areas.

Lost and unpaid wages, workplace exploitation, and unsafe work environments all have a substantial negative impact on the well-being and quality of life for our working class communities, especially those from low to moderate income areas. A worker who is not paid wages for hours worked risks being unable to pay rent for the month. These examples are even more glaring for those who speak English as a second language or require language access. Yet, this is the reality for many low wage, non-union workers, who oftentimes are recent immigrants or migrants to Hawaii.

HWC's Wage Theft Clinic and Know Your Workers Rights (KYWR) sessions seek to specifically address this community need. If this need is not met, many workers not knowing their rights, will simply forgo pursuing their rightfully earned wages or continue to suffer through physical pain.

HWC plans to have the Wage Theft Clinic and KYWR sessions be both in-person and virtual in order to reach and instruct trainers throughout Hawaii. For the content, HWC will create a card in plain language and brochure translated in at least six key languages to go along with

the training. To ensure language access is a priority, language interpretations will also be offered. HWC will also leverage its strong partnerships with the U.S. Department of Labor and the Hawaii State Department of Labor and Industrial Relations to provide additional content, guest speakers, and other helpful resources.

The "Train-the-Trainer/Community Navigator" program will be conducted in October 2025, and "Know Your Workers' Rights" training will run from November 2025 – September 2026. Trainings will include topics such as:

- Understanding your pay stub
- Employer expectations
- Communicating effectively with your employer
- Filing a wage claim
- Documenting & tracking work hours
- Health & safety rules

In conducting at least 12 sessions throughout Oahu, with a focus on working class communities, HWC anticipates having 15-20 individuals per training, with a goal to educate between 180-240 workers by the end of the grant period in 2026. Sessions will average 1.5-2 hours with private consultation offered afterward.

HWC anticipates that participants who complete the "Know Your Workers' Rights" Training will be more confident in addressing workplace concerns. To measure how much information is acquired, HWC will give pre- and post-assessments surveys to all participants. HWC will also encourage participants to urge colleagues to attend these trainings and share upcoming opportunities. HWC anticipates that 75% of participants will show an increase in their knowledge regarding basic worker's rights. HWC will also manage active cases to ensure resolution of problems. In working together with the state's Department of Labor, HWC will track cases reported and anticipate at least 80% will be successfully resolved resulting in payment of back wages, resolution of unsafe conditions, and resolutions to conflicts and misunderstandings at work.

3. Provide an action plan to achieve the stated measurable outcomes. If the Grant Activity involves a partnership, provide a description of each partner's role. Must include measurable milestones, specific events, or other performance measures appropriate to achieving the outcomes. *(3,000 character count limit).*

HWC will conduct outreach to different groups including churches, community organizations, and regional and ethnic organizations to engage new workers who may be at risk of wage theft or that could benefit from KYWR training.

HWC will leverage its connections with local churches, of which our Board members and stakeholders are members of. We will conduct outreach to churchgoers, especially in Waipahu and Kalihi, where many lower income Filipino workers attend. HWC will also utilize local ethnic media connections such as the Filipino Chronicle, which we have a monthly column in, to share about wage theft, KYWR training, and spread the word about upcoming training sessions.

HWC's office is based at the Towers of Kuhio Park, where many lower waged workers and COFA workers reside. To reach COFA workers, HWC's COFA Organizer will conduct

outreach to workers at the Towers and engage them to join the trainings. HWC also works with Kokua Kalihi Valley, namely for our Imua Youth Leadership Academy, and we will utilize this partnership to reach workers and their families. This outreach will begin in October 2025 and continue throughout the duration of the grant period.

In October 2025, HWC will recruit and train volunteers. Volunteers will be necessary for outreach, translation of materials, and facilitating training. HWC has recruited volunteers from the Filipino Law Students Association at William S. Richardson Law School and plans to continue this partnership. Additionally, HWC will utilize our Defend and Respect Hawaii's Workers Coalition to amplify both the call for volunteers and wage theft and KYWR materials. During this time, HWC will also recruit kupuna to work as community navigators, as many workers are more likely to seek assistance from an elder that they trust, with a shared cultural background.

In November 2025, we will develop written materials in languages such as Tagalog, Ilokano, Marshallese, Pohnpeian, and Chuukese. Materials will include the outreach materials/fliers, KYWR brochures, and the training slideshow with full information about wage theft and KYWR.

From November 2025 to September 2026, we will conduct 1 joint Wage Theft Clinic + KYWR training per month. During this time, we will continue our outreach, bringing in new workers to each month's clinic/training. All outreach will be done with the goal of not just mobilizing workers to attend the clinic/training and providing them with direct services, but to encourage workers to join our Workers Associations. This approach will ensure that HWC's long term goal of improving the economic conditions of workers in Hawaii will be met.

In utilizing social media, ethnic radio and newspapers, and public service announcements to reach immigrant and migrant communities. HWC proposes at least: four social media posts a month, two public service announcements translated in six major languages, six postings in ethnic newspapers, and two radio station appearances.

4. Provide a budget narrative that explains how the budget in Section III will achieve the desired outcomes. *(3,000 character count limit)*

Requested project funding in the amount of $122,067 will allow HWC to grow and expand its current "Know Your Workers' Rights" program and increase the numbers assisted in combating wage theft. Through the Wage Theft clinic, HWC will be able to focus efforts primarily on educating the community about wage theft, assisting people file claims with the appropriate agencies, and if necessary take additional steps to ensure that they receive their wages. Project funding will provide the necessary translation of written materials, ensure interpreters are available during training sessions, and provide the tools and equipment to effectively reach working class communities. A dedicated volunteer/education coordinator will further engage the community to be part of a collective solution to a long but often hidden problem. Funding will also allow current HWC staff to allocate more time towards these trainings and community outreaches.

Developing and scaling HWC's current wage theft and KYWR efforts will substantially increase the positive impact in the community, as already seen in HWC's recent successes around this issue. With increased capacity, these successes will be magnified, reaching more working class communities throughout Oahu.

Staff Time:

Part time volunteer/education coordinator: 20 hours
COFA Community Organizer: 20 hours

Administrative Support:
Communications, Fund Development, & Administrative Support Coordinator: 5 hours
Director of Organizing: 10 hours
Executive Director: 5 hours

Translation of materials and language interpreters will be key to ensuring success of this program. Feedback from members of the COFA Workers Association have said that having interpreters in language is key for them to be engaged in the training.

Other costs include: food for presentations, rental space to hold presentations in communities throughout Oahu,

Secured funding for the project includes a generous donation from a local law firm to support wage theft and Know Your Workers Rights programs.

5. Provide a timeline that is complete, realistic and appropriate to achieve the desired outcomes. This timeline should also be reflected in Section IV. *(3,000 character count limit)*

The "Train-the-Trainer/Community Navigator" program will be conducted in October 2025 and "Know Your Workers' Rights" training will run from November 2025 - September 2026. The expected timeline is as follows.

October 2025: 1. Hire part time volunteer coordinator + 1. Recruit potential trainers 2. Conduct community outreach promoting the program 3. Social media posts 4. Schedule and conduct training for "Train the Trainer/Community Navigator
November 2025: Translate training materials into Pohnpeian, Marshallese, Chuukese, Ilokano, Tagalog etc.
1 Wage Theft Clinic + 1 KYWR Training
December 2025: 1 Wage Theft Clinic + 1 KYWR Training
January 2026: 1 Wage Theft Clinic + 1 KYWR Training
February 2026: 1 Wage Theft Clinic + 1 KYWR Training
March 2026: 1 Wage Theft Clinic + 1 KYWR Training
April 2026: 1 Wage Theft Clinic + 1 KYWR Training
May 2026: 1 Wage Theft Clinic + 1 KYWR Training
June 2026: 1 Wage Theft Clinic + 1 KYWR Training
July 2026: 1 Wage Theft Clinic + 1 KYWR Training
August 2026: 1 Wage Theft Clinic + 1 KYWR Training
September 2026: 1 Wage Theft Clinic + 1 KYWR Training

C. Provide evidence of the agency's ability to perform the proposed grant activity through past performance, current capacity and/or plan to acquire the capacity to perform.

1. Provide data that demonstrates proven success in offering the same, similar, or related activities to achieve the proposed outcomes. *(3,000 character count limit)*

HWC has a strong track record of providing "Know Your Workers Rights" training, beginning with its first training in 2020 on wage theft. Since then, HWC has held KYWR training on a

monthly or bi-monthly basis to members of its COFA Workers Association, student groups, and other community based organizations. To date, HWC has provided 35 KYWR trainings reaching approximately 300 residents.

HWC has partnered with the State of Hawaii Department of Labor and Industrial Relations' Wage & Hour Division, the U.S. Department of Labor Wage & Hour Division, U.S. Equal Employment Opportunity Commission to provide subject matter expertise on these trainings.

As a result of these training, low wage workers are empowered to seek redress for unpaid wages due to them and other employer related violations. In 2024, HWC provided training and organized kitchen workers at Max's Restaurant who were due unpaid wages resulting in recovering $307,000 in back wages and damages for 23 workers. HWC currently has active wage theft cases at other workplaces in partnership with both state and federal agencies.

2. Describe the applicant's capacity to successfully achieve the proposed outcomes.
OR
Provide a plan to acquire the capacity to successfully achieve the proposed outcomes (including how the applicant has acquired similar capacity in the past).

Responses should include organizational knowledge, staffing, fiscal resources, facilities and other resources, stakeholders and relationships, and other relevant resources. *(3,000 character count limit)*

HWC launched in 2020 at the heart of the global pandemic. Since then, HWC has emerged as a leading and respected community organization on workers issues impacting low-income and vulnerable communities. In 2021, HWC launched the "Defend and Respect Hawaii Workers Coalition" which now includes over 40 labor unions, community organizations, and advocacy groups. The coalition meets regularly and HWC staff are key in organizing low-wage workers, allies, and members of the coalition.

In addition to HWC's successes, its staff and trained volunteers have experience in developing and offering this training. HWC's Executive Director is a licensed attorney who provided "Know Your Legal Rights" training and outreach to the public in addition to running a similar wage theft program prior to his current role at HWC. HWC's Director of Organizing, who organizes the Filipino community and oversees all of HWC's Organizers, has been successful in providing this training in Ilocano, a major Filipino dialect spoken here in Hawaii. Finally, HWC's Board of Directors are actively engaged in volunteering with the organization and include former union organizers, community activists, and current community leaders.

With HWC's strong reputation in the community as a valuable resource for low-wage workers, its relationships with various stakeholders are key in ensuring success of this program. Its working partnerships with the state and federal agencies, especially the Wage & Hour Division, remain crucial.

D. Describe the applicant's sustainability and/or additional long-term benefit to the community

1. Provide a plan for sustaining and / or expanding activities beyond the applicable grant period. *(2,000 character count limit)*

HWC's proposed budget for this Wage Theft Clinic and KYWR program totals $122,067. The additional long-term benefits to the community in the prevention of wage theft include both

social and economic benefits. Economically, it is estimated that wage theft costs American workers at least $50 billion per year and 76% of low wage workers who work overtime are not paid the overtime rate. Locally, imagine if these lost wages are captured and returned back to Hawaii's economy. The social benefits for working class families and low income workers who receive their rightfully earned wages include increases in food, health, and housing stability. HWC's recent win where 23 restaurant workers received over $307,000 in back pay and fines indicate that Hawaii's economy benefits when workers receive their correct wages.

HWC will apply for additional funding from private foundation funders to help sustain the program beyond the grant period. HWC anticipates current grants from funders such as the Hawaii People's Fund, Norman Foundation, and others will be renewed. HWC also received $60,000 from the Stupski Foundation and an additional $45,000 from a private firm supporting HWC's wage theft efforts.

After the applicable grant period, HWC will continue to seek funding from other sources or contracts for offering the training and can adjust the budget by offering fewer trainings, seek sources for in-kind printing and copying, limit the number of key languages to offer training in and the amount of translated materials until HWC is able to fund all the languages that may be needed. HWC will also apply for funding from the state's Grant in Aid program to ensure sustainability.

Economies of scale will allow HWC to provide future training at lower costs after materials are translated and volunteers and staff are properly trained. Finally, HWC will expand the reach of these trainings to include youth in its Imua Youth Leadership Training program focusing on high school students just entering the workforce.

2. Describe the applicant's capacity and resources to carry out the above plan (staffing, funding, etc.) beyond the grant period. *(2,000 character count limit)*

HWC's current staff of 6 are all trained in Wage Theft and KYWR curriculum and conduct regular training. HWC is prepared to carry out these trainings at the current capacity of about 5 joint KYWR trainings and Wage Theft clinics trainings per year, serving an average of 15 workers per training or 75 workers annually. In conjunction with collaborators from the Department of Labor, particularly the Wage Standards Division, our Organizers are equipped to carry out the wage theft clinic/KYWR training at this frequency.

HWC's funding from foundations such as the Hill-Snowdon Foundation and Stupski Foundation can be used to continue to support this project. HWC will seek additional funding from foundations to support this vital program beyond the grant period, as it is a key facet of our work.

HWC anticipates that future successes in capturing lost wages for lower income workers will generate positive community attention and support for this program. HWC amplifies our work through various communications channels including but not limited to social media, a twice monthly newsletter, and regular local news coverage. Multiple funders have reached out to HWC directly with funding opportunities after learning about our wins through these channels. HWC's work on the Max's restaurant wage theft case, in particular, garnered interest from workers, community partners, and potential funders alike. Based on this pattern, HWC will continue to amplify our work to the community and potential funders and expects more funding opportunities to arise.

E. No CITY funds or assistance.
The highest consideration will be given to applicants that do not receive other funding or any form of assistance from the CITY. While applicants that receive other funding or assistance from the CITY may apply for Grants in Aid funding, the extent of funding or assistance already received in relation to services provided must be considered prior to awarding Grants in Aid funds.

A percentage of the sub-total criteria points will be awarded to Grantees based on the criteria below and the information about past funding / assistance from the CITY that follows.

The applicant has received no award from the CITY within the last 3 years.	**10%**
The applicant has received 1-2 awards from the CITY within the last 3 years.	**7%**
The applicant has received 3-5 awards from the CITY within the last 3 years.	**5%**
The applicant has received between 6-9 awards from the CITY within the last 3 years.	**3%**
The applicant has received 10 or more awards from the CITY within the last 3 years.	**0%**

GRANTEE RECEIPT OF CITY GRANTS

Identify all CITY grants received by Grantee (or Fiscal Sponsor) in the last three (3) years. Information will be verified by the CITY.

1. Grant Activity Name & Contract #:
   Grant Period: _____ Grant Amount:
   Grant Purpose:
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division:

2. Grant Activity Name & Contract #:
   Grant Period: _____ Grant Amount:
   Grant Purpose:
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division:

3. Grant Activity Name & Contract #:
   Grant Period: _____ Grant Amount:
   Grant Purpose:
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division:

4. Grant Activity Name & Contract #:
   Grant Period: _____ Grant Amount:
   Grant Purpose:

E. Age Friendly Honolulu (Complete only if applying for the bonus points)
Consideration is to be given to applicants that incorporate the vision and goals of the Age-Friendly Honolulu Program (as codified in ROH Chapter 2, Article 22), including but not limited to (1) enabling residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active; and (2) removing barriers to inclusion for and providing support services to vulnerable residents and/or have physical limitations.

If awarded bonus points for being an Age-Friendly Honolulu project, the Grantee will be subject to additional reporting requirements, including but not limited to name, age, and physical location of seniors being served by the project.

To be eligible for the bonus points as an Age-Friendly Honolulu project an organization must demonstrate the proposal aligns with Age-Friendly Honolulu's priorities by completing the following TWO steps:

1) Go the following website https://www.hiphi.org/age-friendly-honolulu/ to access an Age-Friendly Honolulu training video. The video should be watched by at least one (1) person from the non-profit organization in a leadership position (Executive Director, Administrator, or equivalent). This video will define an "age-friendly city" and explain what types of projects align with the Age-Friendly Honolulu Vision.

2) Complete the section below by selecting which Age-Friendly Honolulu category best fits the activities of your organization and providing a brief description of how your proposal is an Age-Friendly Honolulu project.

☐ Enabling Residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active, particularly at the oldest ages

☐ Providing Kupuna with meaningful roles in the community, including mentors, volunteers, or through intergenerational programming

☐ Removing barriers to support community inclusion and accessibility for persons of all abilities.

3) How is your proposal an Age-Friendly Honolulu Project and explain how your organization can meet the additional reporting requirements if awarded? *(2,000 character count limit)*

This project will provide Kupuna with meaningful roles in the community-as mentors, volunteers, and natural leaders for the younger generation. There is wisdom in our kupuna and this project seeks to include our kupuna as trusted community navigators that workers will go to for advice. We see this often through HWC's COFA Workers Association where members will ask elders for assistance and advice on issues they are facing. By including kupuna in our KYWR trainings, they can share this knowledge with members of their respective communities and high school youth that are part of our Imua Youth Leadership Program.

HWC will meet the additional reporting requirement by asking Kupuna volunteers, if available, to take pictures, collect information, and attend the monthly Kupuna Collective Meeting. Staff will serve in this capacity if Kupuna volunteers are not able to attend a meeting.

APPENDIX A: TIER II GRANT PROPOSAL (Grants $25,000 to $150,000)
SOLICITATION NO. RGP-DCS-GIA2026

Instructions: The proposal below must be completed in full. Responses must be provided in the fillable boxes provided. Where annotated, the fillable boxes have predetermined maximum limits on character counts. Letters, numbers, punctuation marks, and spaces are included in the character count limits.

SECTION I
SUMMARY

A. Grantee Legal Name:	Hawaii Youth Opera Chorus
B. Is Grantee a Fiscal Sponsor?	☐ Yes ☒ No
C. Grant Activity Name:	Music and Culture Through Music Education & Performance

D. Briefly describe the Grantee's background, history (including year established), and mission. *(400 character count limit)*

Established in 1961, HYOC fosters the performing arts through choral music, emphasizing Native Hawaiian culture. We teach music theory, singing, hula, drama, languages and piano, creating a special learning environment designed to provide a rich and rewarding musical experience for each child.

E. Briefly describe the Grant Activity and public need being filled. *(400 character count limit)*

A Grant In Aid would support a year of public concerts, festivals, school music outreach programs and our core youth opera program. The need being filled is two-fold: 1) quality music education for Oahu's youth grades K - 12, and 2) greater understanding of Hawaiian culture and music for all HYOC youth participants and for thousands of residents who will attend our performances.

F. Briefly summarize Grant Activity outcomes and measures of success, including number and description of those served. *(400 character count limit)*

- Music Education for Oahu students grades K to 12 - 80 students
- Three Festivals: Music Outreach for grades 3 to 12 - 600 students
- Outreach Music Education for Oahu's students - grades 4 & 5 - 800 students
- Youth Opera for grades 5-12 - 30 students
- Community & private performances for 4,000 youth and adults

G. Council District
Check all districts that will benefit from the Grant Activity. Provide the amount requested per district. Amounts must be in whole numbers only.

x☒ District 1 $21,000	☐ District 2 $	☐ District 3 $
x☒ District 4 $23,000	x☒ District 5 $58,000	x☒ District 6 $35,000
x☒ District 7 $14,000	x☒ District 8 $7,000	X☒ District 9 $6,000

Total Amount Requested (must be $25,000 to $150,000)	$150,000

H. Type of Grant Activity (pick ONE category that best reflects the Grant Activity):		
1. Public Services: Projects in this category will support qualified public services and programs for the target populations deemed by the CITY to be most vulnerable.		
☐ A. Public Service – Seniors	x☒ B. Public Service - Children	☐ C. Public Service - Disabilities
☐ D. Public Service – Homeless	☐ E. Public Service – Domestic Violence	☐ F. Public Service – Substance Abuse
☐ G. Public Service – Mental Health	☐ H. Public Service – Other (describe):	
2. Arts, Culture, Community/Economic Development, and the Environment: Projects in this category will support the sustainable improvement in the well-being and quality of life of local communities, especially low- to moderate income areas.		
x☒ A. Arts	☐ B. Culture	☐ C. Community Development
☐ D. Economic Development	☐ E. Environment	

GRANTEE'S CERTIFICATION AND SIGNATURE

The undersigned, subject to personal liability and penalty under applicable law, certifies that he or she: (i) is authorized to sign this Grant Proposal; (ii) personally prepared or reviewed the matters found in this Grant Proposal (including any related documents/attachments); (iii) asserts all statements made in this Grant Proposal (including all attachments) are true, accurate and complete; (iv) has the requisite skills and knowledge to assert the foregoing certification; and (v) has complied and shall continue to comply with all applicable requirements of Chapter 6, Article 29 of the Revised Ordinances of Honolulu 2021, as amended (Link), regarding private organizations receiving grants of public funds from the City and County of Honolulu.

Signature of Grantee (Fiscal Sponsor) Officer

Printed Name and Title: Malia Ka`ai-Barrett, General Manager

11/21/24
Date

CERTIFICATE OF THE BOARD OF DIRECTORS NO OBLIGATIONS IN ARREARS

The undersigned of the Board ("Grantee") hereby certifies that the Grantee or any principal of the Grantee or sponsored organization (where the Grantee is a Fiscal Sponsor) is not in arrears on any financial or other obligation owed to the City & County of Honolulu, a municipal corporation of the State of Hawaii.

(Signature)

Nathan Aipa
(Print name)

CERTIFICATE OF THE BOARD OF DIRECTORS AUTHORIZATION TO ASSIGN AUTHORITY

The undersigned of the Board ("Grantee") hereby certifies that __Malia Kaai-Barrett__(name), __General Manager__(title), has been authorized by the Board of Directors to sign proposals, contracts, and related documents on behalf of the Grantee. Accordingly, I hereby assign the authority by the Board to execute proposals, contracts, and contract amendments on behalf of the Grantee, and further certify that the assigned is given the power and authority to do all things necessary to implement, maintain, amend, or renew such contracts, including but not limited to the delegation of signing authority to another employee of the Grantee.

(Signature)

Nathan Aipa
(Print name)

STATE OF HAWAII)
CITY AND COUNTY OF HONOLULU)

On this 21st day of November, 2024, before me appeared NATHAN AIPA, personally known to me, who, being by me duly sworn, did say that he/she is the BOARD MEMBER of HAWAII YOUTH OPERA CHORUS and that the corporation has no corporate seal, and that said instrument was signed in behalf of said corporation by authority of its Board of Directors, and said BOARD MEMBER acknowledged said instrument to be the free act and deed of said corporation.

Notary Public, State of Hawaii

My Commission expires: ALAN T. KIDO 9/27/2026

ALAN T. KIDO NOTARY PUBLIC No. 90-598 STATE OF HAWAII

Doc. Date: November 21, 2024 # Pages 20
Name: ALAN T. KIDO 1st Circuit
Doc. Description: (1) CERTIFICATE OF THE BOARD OF DIRECTORS NO OBLIGATIONS IN ARREARS & (2) CERTIFICATE OF BOARD OF DIRECTORS AUTHORIZATION TO ASSIGN AUTHORITY
Signature Date
NOTARY CERTIFICATION 11/21/2024

SECTION II
GRANT ACTIVITY INFORMATION

A. Describe how the community need, stated problem/issue, and target population are effectively validated. The description must include how the public services' target population is vulnerable or how the arts, culture, community/economic development, or environmental activities will especially support low- to moderate-income areas.

1. Provide a description of the Grant Activity. This description will be used as the scope of services in the contract. Describe why you chose this Grant Activity and how it will effectively address the community's problem / need. *(3,000 character count limit)*

The proposed services address two community needs. First, HYOC intends to help close the gap related to music education for Oahu's youth. Many of whom are underserved and from low- and moderate-income families. Our objective is to provide quality choral (and music) education to these students. We do this through the lens of Hawaii's rich and diverse cultural traditions. We provide our students with instruction in vocal technique, ear training, sight singing, music theory, foreign language learning, culture, history, and performance opportunities and experiences. Secondly, HYOC will deepen the appreciation and understanding of Hawaiian and other cultural and musical traditions to approximately 4,000 audience members of all ages.

The connection between choral participation and academic success is well researched and documented. A 2022 report by Chorus America titled *Cross Cultural Learning Through Song* reveals the importance of school partnerships as a means to empower students and build community. In 2009 a study conducted by Chorus America examined the effects that choral singing has on childhood development. The results show that children who sing in choruses have academic success and valuable life skills. Both parents and educators attributed a significant part of a child's academic success to singing in a choir. For example, 70% of parents said their child has become more self-confident, more self-disciplined, and has developed better memory skills since joining a choir; 80% of educators surveyed agree with parent assessments that choir participation can enhance numerous aspects of a child's social development and academic success, including better grades. 90% of educators surveyed believe choir participation can keep some students engaged in school who might otherwise be lost.

Far too many students in Hawaii have little or no access to quality music education, especially in the public schools. Of the 200 public schools in the State of Hawaii, less than 5% offer comprehensive music programs. HYOC closes the gap for thousands of Oahu students grades K-12, with an emphasis on lower and middle school students. While the research determined there are many academic and social benefits resulting from a child's participation in a chorus, it also confirms that these opportunities are not available, or are being reduced or eliminated from schools across the country. Even though choral singing is an accessible entry point for arts exposure with few barriers—economic, cultural, or educational—more than one in four educators surveyed said there is no choral program in their schools, and more than one in five parents said that there were no choir opportunities for their children in their communities.

HYOC will benefit students and audiences:

1. Through weekly music classes for our core students grades K-12
2. Through Intensive 12 school session programs designed for grades 4 & 5 using Hawaiian music to teach music concepts

3. Through three community festivals to encourage community singing and learning a repertoire to expand the skill set of singers and teachers.
4. Through the production of a Hawaiian Youth Opera to teach Hawaiian culture.

B. Describe the proposed plan

The programs offered by the Hawaii Youth Opera Chorus will impact thousands of Oahu students with an emphasis on lower and middle school students. We will teach music through:

- Core Program is a community youth choir grades K-12, 38 weekly rehearsals. Novice to advance singers with heavy emphasis of music from Hawaii and the Pacific Rim but also music traditions and styles from all over the world.
- E Mele Kakou Outreach Program for grades 4 & 5. Using Hawaiian mele to teach music concepts & theory, healthy singing technique, Hawaiian Music History and a mele hula to create a sense of place. Working with 8 schools including more than half in communities considered low to moderate income. This project is 1 week (5-days) 2-hour sessions at each school for 10 hours per service school. Using compositions of Na Lani `Eha and traditional Hawaiian music.
- Host or Co-host 3 Choral Festivals for grades 3-12. For community & school-based choirs. To teach and utilize quality choral music standards. To foster the love of singing and to strengthen and enhance the skills of both singers and teachers. HYOC will serve as the host or co-host for all festivals. 2 one-day festivals: Elementary Festival for novice choirs and singers grades 3-8, Advanced Treble Festival grades 6-8. High School all state choral festival 1.5 days for novice and advanced choirs. Using a nationalized choral clinician. ALL festivals include a Hawaiian Mele and Hula in addition to selected Pacific Rim and standard western choral music.
- Youth Opera for grades 5-12. From June 7, 2026 to June 30, 2026 our young singers will perform Ka Wahine Noho Pono, a commissioned opera using selections from several original opera on Alii based on the life of Princess Bernice Pauahi. In the summer of 2026 to be performed on Oahu for 400 audience members.

All of the aforementioned programs will offer public performances that will enhance participants' well-being through the transformative and impactful experience of live music and performing arts. They will also enhance participants' and audience members' knowledge of music from Hawaii and around the world.

2. Provide measurable outcomes, describe how outcomes are aligned with the purposes and priorities of the Grants in Aid Fund, and describe how outcomes directly benefit the target population. *(3,000 character count limit)*

Public Services should begin with a statement of the number of individuals that the Grant Activity will directly benefit during the Grant Term.

Arts, Culture, Community/Economic Development or Environment should begin with a statement as to how the Grant Activity supports the sustainable improvement in the well-being and quality of life of local communities, especially low to moderate income areas.

Arts, Culture, Community/Economic Development or Environment should begin with a statement as to how the Grant Activity supports the sustainable improvement in the well-being and quality of life of local communities, especially low to moderate income areas.

HYOC assesses and refines programs on the basis of our staff's review and analysis, student and parent feedback, as well as input and information from other community music and cultural organizations, some of which we collaborate with on specific projects.

Outcome Measures:

- Performances—Increase the number of performance to at least 35.
- Enrollment -- Increase the number of children who participated and return for future programs from our current 80 to 100 core members by 2026.
- Serve between 400 and 600 students at 6-8 schools.
- Increase and diversify grant funding to meet the increasing demand for all HYOC programs.

3. Provide an action plan to achieve the stated measurable outcomes. If the Grant Activity involves a partnership, provide a description of each partner's role. Must include measurable milestones, specific events, or other performance measures appropriate to achieving the outcomes. *(3,000 character count limit)*

HYOC will touch and expand the lives of thousands of low and moderate income students and their families on O'ahu, throughout Hawaii and across nation through our festivals, weekly rehearsals, public school outreach, concerts, collaborations (Hawaii Opera Theater, Hawaii Youth Symphony and the Royal Hawaiian Band) and participation in national broadcasts. Our programs will raise awareness about music and Hawaiian culture, making a positive and life changing impact on children, families and communities. HYOC engages youth in positive extra curricular activities, thus keeping them away from destructive behavior such as gang membership and drug abuse.

Goal 1: Provide choral and cultural education for children in our core program as well as in community elementary schools.
Objective--provide education and performing experience in vocal technique, ear training, sight singing, and music theory.

Goal 2: Increase cultural awareness for our members, Hawaii students and audience members.
Objective—Teach Hawaiian history, language, music and hula.

Goal 3: Increase cultural appreciation and understanding by the general public.
Objective -- Provide preformance opportunities across Oahu.

4. Provide a budget narrative that explains how the budget in Section III will achieve the desired outcomes. *(3,000 character count limit)*

The funds requested will increase our capacity to provide services to schools, increase numbers in our core program and provide the best education for our students with some of our community's most reputable musicians and cultural professionals. Not only will our Artistic Director have an opportunity to provide new programs, but community experts will contract with HYOC to provide a quality experience from our industries best leaders. The largest support will provide quality materials to our students and audiences throughout the program year. Most of these materials and supplies will support our school outreach program and give both students and teachers resources to continue their education through practice materials and resources. T-shirts, meals, kukui nut lei, workbooks and sheet music, entrances to cultural institutions, transportation for all participant students, for all of our programs are also included in this line item.

The funds will expand our programs to reach thousands of students grades K – 12. Our core artistic staff is music educators, who teach full-time in schools or have decades of educational and teaching experience. Most of our staff and contracted staff have advanced degrees or commensurate years of experience. HYOC's educators are Hawaii's leaders in choral technique and music education. Contracted individuals are experts in teaching or performance in their field. All staff and contractors have long and deep relationships with HYOC. We know their skills and ability to perform and complete to a high level of production.

Additionally, grant funds will support quality materials for out students and audiences throughout the program year. Most of these materials and supplies will support our school outreach program and give both students and teachers resources to continue their education through practice materials and resources. Music workbooks for the opera and outreach programs contain either unpublished or traditional Hawaiian mele for which purchasing music is not possible. We will produce the music workbooks and folders for each participant students. Festival and core program participants will receive sheet music of selected festival songs. This grant will also help fund costumes, props and supplies.

5. Provide a timeline that is complete, realistic and appropriate to achieve the desired outcomes. This timeline should also be reflected in Section IV. *(3,000 character count limit)*

Core Music Education program. Instruction occurs weekly over a 38-week season. Each rehearsal ranges between 1 hour and a quarter to 3 hours. Program runs 10-month program, following the standardized school year. Core program will serve as hosts for the three festivals planned as well as perform in planned festivals. 2-4performances for youth and seniors occur each month at both public and private events. We will provide documentation of performance date & location with independently verified performance certification signed by staff or facility coordinators.

E Mele Kakou Outreach Program for schools grades 4 and or 5. Program over a 10-month schedule following the standardized school year. We hope to service at least 2 schools per month. In our past we've scheduled 7-8 schools. With this grant we strive to service 6-8 schools dependent upon school schedule. We start scheduling schools can occur up to 6-10 months in advance of our staff going to the school. We start scheduling the individual programs with the classroom teachers and schools four months in advance of our coming to the classroom to teach. We establish a schedule which for 1 week (5-day), 2 hour daily per in school sessions. The final project event is a tour to Iolani Palace and the opportunity to attend a concert and perform with the Royal Hawaiian Band.

The 3 Choral Festivals we host are announced 4-6 months in advance of the festival date in association with the ACDA (Hawaii Chapter of American Choral Directors Association). We contact teachers and directors to get their participation at least six weeks before the festival and send out registration forms and distribute the festival music to be prepared for the festival.

For our advanced youth opera program we start planning the opera 6-9 months in advance of the first instruction. Performance and rehearsal venue is secured and scheduled.

Enrollment and registration is held three months in advance of the start of the program. Announcements and advertising occurs 4 to 5 months ahead of enrollment. The project staff meets six weeks in advance of program start to plan daily activities and instruction plans.

Program starts the second week of June, in alignment with other summer programs as a daily afternoon program for four hours. Youth Opera for grades 5-12. From June 9, 2026 to June 30.

C. Provide evidence of the agency's ability to perform the proposed grant activity through past performance, current capacity and/or plan to acquire the capacity to perform.

1. Provide data that demonstrates proven success in offering the same, similar, or related activities to achieve the proposed outcomes. *(3,000 character count limit)*

The Hawaii Youth Opera Chorus has been educating students since 1961. Now in our 64th season, we have taught thousands of students over the years. Our organization is considered a leader in music education and we are often called upon to represent our state at events for special dignitaries, and travel outside of our state serving as ambassadors. We are recognized as one of the most advanced children's choirs in the nation. We frequently host visiting choirs that come to Hawaii from around the world. These visitng choirs are provided an immersive musical learning experience steeped in Hawaiian culture. Most of our core program students participate in our choir between four and 12 years of their educational experience, and become very sophisticated musicians.

Our E Mele Kakou Outreach program is now in its 24th year of working with Oahu schools. Many of the schools we serve, request our staff and program, to return year after year. For most of these schools our Outreach Program is the only music education the students will receive.

HYOC has hosted festivals in Hawaii for over 30 years, some years we host as many as three festivals. Each year approximately 600-700 students participate with their school or community groups. Groups return to participate each year. The participant choirs continue to return because they value the introduction of high quality choral music they can integrate into their programs and concert. They also recognize improved singing skills among their students after a festival experience, perpetuating our program annually.

Our advanced youth opera program is unique in the country. For 32 years we have been presenting youth opera programs, producing 1 to 2 operas a year. We have commissioned 10 operas based on Hawaiian life and lore. We have alumni that have gone on to have professional performance careers and an alumnus who is currently a preeminent operatic baritone who has graced the stage of many major opera house throughout the world, including the Metropolitan Opera in New York.

We have a proven track record of music excellence, educational achievement, and performance opportunities for our students.

2. Describe the applicant's capacity to successfully achieve the proposed outcomes.
OR
Provide a plan to acquire the capacity to successfully achieve the proposed outcomes (including how the applicant has acquired similar capacity in the past).

Responses should include organizational knowledge, staffing, fiscal resources, facilities and other resources, stakeholders and relationships, and other relevant resources. *(3,000 character count limit)*

Hawai`i Youth Opera Chorus (HYOC) is the longest running and most advanced youth chorus in the state. We specialize in music education and performance, emphasizing Hawaiian culture. Our students (Ranging from Kindergarten to 12th Grade) learn to sing music from Hawaii and the Pacific as well as music from around the world. Our office is located in Kawaiahao Church in Honolulu and we have a partnership with the University of Hawaii music department to use their facilities every Saturday morning for rehearsals. We also work at other locations, including schools, theaters and other venues; many of which provide facilities gratis or at a reduced rate.

HYOC employs a staff of 12 (a mixture of full-time, part-time and contracted workers 30% of whom are of Native Hawaiian ancestry 50% are AAPI). All of our artistic staff members are all professional performers or music educators in their own right.

HYOC reaches a broad audience through our educational programs, performances, and collaboration with schools and community arts ensembles including: the Hawaii Youth Symphony, Chamber Music Hawaii, Hawaii Symphony and Chorus, the Hawaii Opera Theater, the Royal Hawaiian Band and the University of Hawaii Music Department.

D. Describe the applicant's sustainability and/or additional long-term benefit to the community

1. Provide a plan for sustaining and / or expanding activities beyond the applicable grant period. *(2,000 character count limit)*

The City and County GIA grant will provide funding to help HYOC build more capacity to provide our core educational services to more school-aged children across Oahu. As capacity grows, HYOC board and staff have recognized the need for strategic planning for sustainability. With the increase in numbers of schools, students and festivals anticipated, we will build the infrastructure needed by increasing staff, developing more partnerships with schools, choruses and musicians across the island. Partnerships will expand HYOC's ability to not only serve more students, but also provide additional music educational opportunities for them.

The strategic planning process will address the following for building and sustaining capacity:

- Core program
- Core partnerships
- E Mele Kakou program and expansion
- Festivals
- New services/programs that fit HYOC's mission
- Succession planning, as key staff members reach retirement
- Board membership and diversity
- Community needs/desires/support for HYOC and programs like it

HYOC will also expand its current internship/student teaching program in partnership with local universities. These Interns/Student Teachers provide much needed additional capacity to instruct students, and also bring new and innovative skills they have gained in their degree granting programs. In sustaining our program, we envision a more robust internship program which has the added benefit of providing invaluable live-teaching experiences for the university students as well.

While HYOC is already running a fiscally conservative program, the additional funding will assist in covering grant-appropriate staffing costs. HYOC has been blessed to retain many dedicated, long-term staff members (10+ years); however, we see an increasing number of our staff are struggling financially. Most have multiple jobs which in combination barely provide a living wage. It is becominging increasingly challenging for performing artists and music educators. This will also be considered in the strategic planning, and succession planning of the organization's leadership.

2. Describe the applicant's capacity and resources to carry out the above plan (staffing, funding, etc.) beyond the grant period. *(2,000 character count limit)*

HYOC currently receives tuition from students in our core program, grant funding and sponsorships for E Mele Kakou outreach program, grants and donations for scholarships for students and individual unrestricted donations from long-time ongoing supporters and attendees to an annual fundraising event. With these funds, HYOC receives operating income to maintain the core program. Through a strategic planning process, HYOC is developing long term plans to leverage the resources that we currently have, as well as those provided by the grant funds, to develop a sustainable program. HYOC is increaseing efforts for support through additional events and celebrations that will be leveraged for the future of the program. Our hope is that the grant will be a tool for enhancing the support we are already getting from the community so that we can continue to provide the best music education program for children in Hawaii.

E. No CITY funds or assistance.
The highest consideration will be given to applicants that do not receive other funding or any form of assistance from the CITY. While applicants that receive other funding or assistance from the CITY may apply for Grants in Aid funding, the extent of funding or assistance already received in relation to services provided must be considered prior to awarding Grants in Aid funds.

A percentage of the sub-total criteria points will be awarded to Grantees based on the criteria below and the information about past funding / assistance from the CITY that follows.

The applicant has received no award from the CITY within the last 3 years.	**10%**
The applicant has received 1-2 awards from the CITY within the last 3 years.	**7%**
The applicant has received 3-5 awards from the CITY within the last 3 years.	**5%**
The applicant has received between 6-9 awards from the CITY within the last 3 years.	**3%**
The applicant has received 10 or more awards from the CITY within the last 3 years.	**0%**

GRANTEE RECEIPT OF CITY GRANTS

Identify all CITY grants received by Grantee (or Fiscal Sponsor) in the last three (3) years. Information will be verified by the CITY.

1. Grant Activity Name & Contract #: Operational Support CT
   Grant Period: 2022/23 Grant Amount: 125,000
   Grant Purpose: Music and Culture Education and Performance

   _____
   Grant Activity Status: ☐ Underway x☒ Completed ☐ Canceled
   Administrating Division: Department of Community Services

2. Grant Activity Name & Contract #: Operations Support CT-DCS-2000040
   Grant Period: 2019/20 Grant Amount: 125,000
   Grant Purpose: Music and Culture Education and Performance

   Grant Activity Status: ☐ Underway x☒ Completed ☐ Canceled
   Administrating Division: Department of Community Services

3. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

4. Grant Activity Name & Contract #: _____

E. Age Friendly Honolulu (Complete only if applying for the bonus points)
Consideration is to be given to applicants that incorporate the vision and goals of the Age-Friendly Honolulu Program (as codified in ROH Chapter 2, Article 22), including but not limited to (1) enabling residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active; and (2) removing barriers to inclusion for and providing support services to vulnerable residents and/or have physical limitations.

If awarded bonus points for being an Age-Friendly Honolulu project, the Grantee will be subject to additional reporting requirements, including but not limited to name, age, and physical location of seniors being served by the project.

To be eligible for the bonus points as an Age-Friendly Honolulu project an organization must demonstrate the proposal aligns with Age-Friendly Honolulu's priorities by completing the following TWO steps:

1) Go the following website https://www.hiphi.org/age-friendly-honolulu/ to access an Age-Friendly Honolulu training video. The video should be watched by at least one (1) person from the non-profit organization in a leadership position (Executive Director, Administrator, or equivalent). This video will define an "age-friendly city" and explain what types of projects align with the Age-Friendly Honolulu Vision.

2) Complete the section below by selecting which Age-Friendly Honolulu category best fits the activities of your organization and providing a brief description of how your proposal is an Age-Friendly Honolulu project.

☒ Enabling Residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active, particularly at the oldest ages

☒ Providing Kupuna with meaningful roles in the community, including mentors, volunteers, or through intergenerational programming

☐ Removing barriers to support community inclusion and accessibility for persons of all abilities.

3) How is your proposal an Age-Friendly Honolulu Project and explain how your organization can meet the additional reporting requirements if awarded? *(2,000 character count limit)*

All of our activities are family, multi-generational oriented. Kupuna attend most of our performances. Additionally, Kupuna participate and are welcomed as volunteers. We also schedule performances for our students in Kupuna residence homes to bring music to those who are not able to come to our performances. Often when we need a cultural or language resource those individuals are Kupuna.

APPENDIX A: TIER II GRANT PROPOSAL (Grants $25,000 to $150,000)
SOLICITATION NO. RGP-DCS-GIA2026

Instructions: The proposal below must be completed in full. Responses must be provided in the fillable boxes provided. Where annotated, the fillable boxes have predetermined maximum limits on character counts. Letters, numbers, punctuation marks, and spaces are included in the character count limits.

SECTION I
SUMMARY

A. Grantee Legal Name:	HAWAII YOUTH SYMPHONY ASSOCIATION
B. Is Grantee a Fiscal Sponsor?	☐ Yes ☒ No
C. Grant Activity Name:	MAKING MUSIC A RIGHT FOR HAWAII'S YOUTH

D. Briefly describe the Grantee's background, history (including year established), and mission. *(400 character count limit)*

Hawaii Youth Symphony has a long-standing history of serving and developing youth through music education. Our mission is to foster fun and creative experiences for youth that inspire a deep appreciation for music and lifelong relationships within the culture of our islands. As were incorporated in 1964, we have served Hawaii's youth for 60 consecutive seasons of music making.

E. Briefly describe the Grant Activity and public need being filled. *(400 character count limit)*

At HYS, we envision a Hawai'i where music is a right. We aim to bring music education and concerts to underserved communities. We seek to INTRODUCE keiki of all demographics to music education early in childhood; then DEVELOP their skills & confidence by providing pathways of continuous improvement; and finally, have them GIVE BACK to our community: our youth can inspire others via the joy of music.

F. Briefly summarize Grant Activity outcomes and measures of success, including number and description of those served. *(400 character count limit)*

We intend to serve at least 400 youth ages 7-18 through music education classes and ensembles; perform a minimum of 10 FREE public concerts; and provide at least 2 activities open to non-enrolled youth (such as a college/career pathway seminars or school concerts) so that student musicians regardless of their ability to join HYS on a regular basis can benefit from our services and resources.

G. Council District
Check all districts that will benefit from the Grant Activity. Provide the amount requested per district. Amounts must be in whole numbers only.

☒ District 1 $16,667	☒ District 2 $16,664	☒ District 3 $16,667
☒ District 4 $16,667	☒ District 5 $16,667	☒ District 6 $16,667
☒ District 7 $16,667	☒ District 8 $16,667	☒ District 9 $16,667

Total Amount Requested (must be $25,000 to $150,000)	$150,000

H. Type of Grant Activity (pick ONE category that best reflects the Grant Activity):		
1. Public Services: Projects in this category will support qualified public services and programs for the target populations deemed by the CITY to be most vulnerable.		
☐ A. Public Service – Seniors	☐ B. Public Service - Children	☐ C. Public Service - Disabilities
☐ D. Public Service – Homeless	☐ E. Public Service – Domestic Violence	☐ F. Public Service – Substance Abuse
☐ G. Public Service – Mental Health	☐ H. Public Service – Other (describe):	
2. Arts, Culture, Community/Economic Development, and the Environment: Projects in this category will support the sustainable improvement in the well-being and quality of life of local communities, especially low- to moderate income areas.		
☒ A. Arts	☐ B. Culture	☒ C. Community Development
☐ D. Economic Development	☐ E. Environment	

GRANTEE'S CERTIFICATION AND SIGNATURE

The undersigned, subject to personal liability and penalty under applicable law, certifies that he or she: (i) is authorized to sign this Grant Proposal; (ii) personally prepared or reviewed the matters found in this Grant Proposal (including any related documents/attachments); (iii) asserts all statements made in this Grant Proposal (including all attachments) are true, accurate and complete; (iv) has the requisite skills and knowledge to assert the foregoing certification; and (v) has complied and shall continue to comply with all applicable requirements of Chapter 6, Article 29 of the Revised Ordinances of Honolulu 2021, as amended (Link), regarding private organizations receiving grants of public funds from the City and County of Honolulu.

Randy Wong — 11/21/24

Signature of Grantee (Fiscal Sponsor) Officer — Date

Printed Name and Title: Randy Wong, President & CEO

CERTIFICATE OF THE BOARD OF DIRECTORS NO OBLIGATIONS IN ARREARS

The undersigned of the Board ("Grantee") hereby certifies that the Grantee or any principal of the Grantee or sponsored organization (where the Grantee is a Fiscal Sponsor) is not in arrears on any financial or other obligation owed to the City & County of Honolulu, a municipal corporation of the State of Hawaii.

Erica Mau-Schenk
(Signature)

Erica Mau-Schenk
(Print name)

CERTIFICATE OF THE BOARD OF DIRECTORS AUTHORIZATION TO ASSIGN AUTHORITY

The undersigned of the Board ("Grantee") hereby certifies that ~~Erica~~ Randy Wong (name), President (title), has been authorized by the Board of Directors to sign proposals, contracts, and related documents on behalf of the Grantee. Accordingly, I hereby assign the authority by the Board to execute proposals, contracts, and contract amendments on behalf of the Grantee, and further certify that the assigned is given the power and authority to do all things necessary to implement, maintain, amend, or renew such contracts, including but not limited to the delegation of signing authority to another employee of the Grantee.

Erica Mau-Schenk
(Signature)

Erica Mau-Schenk
(Print name)

STATE OF HAWAII)
CITY AND COUNTY OF HONOLULU)

On this 21st day of November, 2024, before me appeared Erica Mau-Schenk, personally known to me, who, being by me duly sworn, did say that he/she is the Board Chair of Hawaii Youth Symphony Ass. and that the corporation has no corporate seal, and that said instrument was signed in behalf of said corporation by authority of its Board of Directors, and said she acknowledged said instrument to be the free act and deed of said corporation.

Kathryn MacDowell
Notary Public, State of Hawaii

My Commission expires: January 7, 2026

Doc. Date: 11/21/2024 # Pages 160
Name: Kathryn MacDowell 1st Circuit
Doc. Description: Grant Proposal

Kathryn MacDowell 11/21/2024
Signature Date

NOTARY CERTIFICATION

KATHRYN MACDOWELL NOTARY PUBLIC No. 90-8 STATE OF HAWAII

SECTION II
GRANT ACTIVITY INFORMATION

A. Describe how the community need, stated problem/issue, and target population are effectively validated. The description must include how the public services' target population is vulnerable or how the arts, culture, community/economic development, or environmental activities will especially support low- to moderate-income areas.

1. Provide substantive data and other qualifying information to demonstrate how the problem/issue impacts the target population and is a community priority that needs to be addressed. *(5,000 character count limit)*

An accumulated "educational debt" across America has betrayed youth of equitable opportunities, and widened the opportunity gap, particularly in public education (Ladson-Billings, 2006, ER.) Left unchecked, this debt widens the opportunity gap for youth. Researchers believe that "intellectually rigorous and culturally relevant classrooms have the power to improve the lives of all children" (Ladson-Billings, 2013, The Dreamkeepers.)

It is well known and universally agreed that MUSIC has an incredible positive effect on youth development, children's brains; their cognition, their mental well-being, and more. Musical intelligence was identified as one of the eight areas in the Theory of Multiple Intelligences (Gardner, 1983). Making music places unique demands on the brain and nervous system, developing children's perceptive, action and sensory responses (Schlaug and Winner, 2010). Learning an instrument for 15 consecutive months builds neuroplasticity (Hyde and others, 2009). Numerous popular articles by PBS Kids ("The benefits of music education"), Carnegie Hall ("Why making music matters"), the NAMM Foundation, and others all point to the positive and long-lasting effects of music education.

And yet, the opportunity gap here in Hawaii further betrays youth through the State DOE's systemic deprioritization of arts education: nowhere is the word "music" included in the Hawaii State Board of Education's 2023-2029 Strategic Plan, nor the Department of Education's 2023-2029 (25-page) Implementation Plan. Nor does the DOE collect any statistical information on music students, music programs; let alone, the % of students participating in music programs of any kind across its 175,000 students and 295 campuses. Schools—and therefore, students and families—are left to fend for themselves if they are seeking music in their children's upbringing. Most elementary schools and middle schools do not offer music education of any kind. Additionally, many parents lack educational and financial resources, which are common barriers to pursuing music education for their children (Aloha United Way, "ALICE in Hawaii: A Financial Hardship Study" 2020).

This is where Hawaii Youth Symphony's vision of a Hawaii where Music is A Right comes in. HYS is seeking funding to support its comprehensive programming which support the well-being, mental health, musical and cultural development of youth ages 7-18, such that every participating student can learn to play an instrument, participate in an ensemble, and cultivate their own artistic capacity to perform music.

The majority of schools represented among the HYS student body do not have comprehensive music programs. We also project approximately 19% of participants have demonstrated financial need, compared with the DHHS poverty line.

B. Describe the proposed plan

1. Provide a description of the Grant Activity. This description will be used as the scope of services in the contract. Describe why you chose this Grant Activity and how it will effectively address the community's problem / need. *(3,000 character count limit)*

As a non-profit organization dedicated solely to music education for youth and music's intrinsic benefits, HYS provides an essential service to the community. The benefits of music learning are multifold: music encourages the development of critical social skills, personal creativity and expression, and more, which are part of the emotional growth that keiki could not receive during the pandemic.

At our core, HYS is aiming to do three things: **First,** introduce keiki of all backgrounds to music education early in childhood. **Second,** develop their skills & confidence by fostering an inclusive, creative community, and also, provide multiple pathways for continuous improvement. And **third,** give back to our Hawaii community, showing our students that they can inspire and heal others by spreading the joy of music—and, how their passion fuels positive change, for all audiences, all ages, and all generations.

Music is the connective tissue, the aisle-crosser, the bridge builder, the soundtrack, and the sustenance for all of this.

HYS will plan, implement, and sustain music programs for the community in the following ways:

1. Provide low-priced school year programs for all levels of youth (e.g. beginners—no experience necessary, intermediate, and advanced students) to learn an instrument or participate in an ensemble (such as orchestra, jazz, general music, ukulele, etc.) and provide need-based financial aid for qualified youth;

2. Develop opportunities for youth to lead, advocate, speak, and communicate their passion for music, thereby helping them to build the skills and leadership qualities they can draw upon as they mature into dutiful citizens of Honolulu and beyond;

3. Produce FREE one-off workshops, special classes, activities, or seminars so that youth who can't commit to an entire school year can still benefit from HYS faculty and resources;

4. Offer FREE performances in public city & state venues that are age-friendly and promote a mix of intergenerational listening and learning.

5. Actively encourage parents and keiki to seek music/music education in their lives to grow community engagement and participation in the arts and in/beyond HYS, thereby sparking their joy, hope, livelihood, and well-being in and of our collective community.

2. Provide measurable outcomes, describe how outcomes are aligned with the purposes and priorities of the Grants in Aid Fund, and describe how outcomes directly benefit the target population. *(3,000 character count limit)*

Public Services should begin with a statement of the number of individuals that the Grant Activity will directly benefit during the Grant Term.

Arts, Culture, Community/Economic Development or Environment should begin with a statement as to how the Grant Activity supports the sustainable improvement in the well-being and quality of life of local communities, especially low to moderate income areas.
Music education is a transformative force that enhances the well-being and quality of life for individuals and communities. For low- to moderate-income areas in the C/C of Honolulu, early exposure to music offers a powerful tool to bridge opportunity gaps, foster creativity, and cultivate a sense of belonging. HYS focuses on empowering youth ages 7–18, regardless of background, by providing accessible and inclusive music education. By igniting a passion for music, we inspire students to see their potential, develop leadership skills, and contribute to their communities. These efforts align with GIA funding priorities to provide services to economically and/or socially disadvantaged populations, for public benefit, and to support our youth in the creative activities of music, imagination, and the appreciation of the many cultures, races, and ethnicities that make up our Hawaii, our home.

Through affordable school-year programs, free workshops, intergenerational public performances, and family outreach, we aim to create a sustainable ecosystem where music education not only uplifts individuals but strengthens the cultural fabric of our community. Our initiatives promote cross-generational connections, elevate youth voices, and demonstrate the arts' power to heal, unite, and spark social change. Together, we cultivate a brighter future for our keiki, one note at a time.

Measurable Outcomes:

1. Student Enrollment: HYS will enroll at least 400 students throughout its multiple-tiered ensemble system and summer intensive and provide need-based financial aid for qualified students. This outcome will be measured by the # of students enrolled at any given point throughout the grant activity, and the # of qualified students awarded need-based financial aid.

2. Multiple Points of Access: HYS will operate a variety of levels of ensemble classes, orchestras, jazz combos, string and ukulele classes for students to participate in weekly. At present, HYS operates 17 such programs every week, and provides at least 20 activities lasting an hour or longer each more. This outcome will be measured through the # of monthly activities and the # of faculty paid to teach said programs.

3. Youth Leadership Growth: HYS will engage students across its programs to help build leadership, advocacy, public speaking and related skills for youth. This outcome will be measured by the # of activities that HYS offers and the # of students who take on this work, fostering civic engagement and personal growth.

4. Expanded Reach: HYS will host at least 2 FREE workshops or one-off activities annually, reaching additional youth who cannot commit to long-term programs, thereby broadening access to music education and related opportunities. This will be measured by the # of workshops or one-off activities offered.

5. Community Engagement: Deliver at least 10 FREE public performances annually, promoting cultural appreciation, inclusivity, and removing the chance of social isolation.

6. Active Encouragement & Advocacy: Publish and disseminate at least 2 newsletters, 2 website blogs, and 6 social media posts that advocate for the transformative power of music education in our community and for the wellbeing of our society.

By providing these programs, we directly benefit youth ages 7–18, by nurturing their creativity, resilience, and potential to become future leaders. We also do our part to encourage an age-friendly Honolulu where kupuna can also enjoy the timeless value of music. These measurable outcomes align with municipal priorities to foster equitable access to education, enhance cultural vitality, and strengthen community well-being.

3. Provide an action plan to achieve the stated measurable outcomes. If the Grant Activity involves a partnership, provide a description of each partner's role. Must include measurable milestones, specific events, or other performance measures appropriate to achieving the outcomes. *(3,000 character count limit)*

The majority of HYS faculty and staff will be involved in this Grant Activity, as it is aligned and intertwined with our core programming and strategic vision. All faculty are paid employees of HYS who were intensively interviewed and annually evaluated. HYS staff undergo annual off-site training with an executive coach who assists with building rapport and healthy working styles among team members to ensure an optimal working environment. Faculty and staff also undergo criminal background checks, participate in trainings (e.g. child abuse prevention, mandatory reporter, and CPR/First Aid).

HYS' activity calendar is aligned with the DOE school year (Aug-May) and summer session (June-July), and its July 1-June 30 fiscal year. Staff plan the next season 12-18 months in advance. Staff work directly with school principals, school band and orchestra directors, private music teachers, to ensure student availability, enrollment, and interest.

The Boys & Girls Club of Hawaii (BGCH) is a key collaborator in our projects in Nanakuli (CD 1) and Moiliili (CD 5). They provide us with access to their clubs, youth, and trained staff. Le Jardin Academy collaborates with HYS on our Super Strings project in Kailua (CD 3), also providing access to campus, youth, and staff. We annually revisit our respective MOUs with BGCH and LJA.

The DOE annually sends a "memo to the field" to promote our "Listen & Learn" youth concerts to its schools. Schools from all Council Districts, 1-9, send children to these concerts (school bus dependent). DOE schools and UH Manoa share their facilities with us for weekly rehearsals, one-off programs, and other summer activities—HYS does not have any practice or rehearsal facilities of its own.

Other org collaborators include the Hawaii Symphony Orchestra, Hawaii Public Radio, and C/C Department of Enterprise Services.

In addition, we outsource our Public Relations/Communications to Becker Communications Inc. and our social media to Vibe Creative Marketing. Each firm provides us with expert service at below-market nonprofit rates. These firms will help us in achieving Outcome #6 above.

4. Provide a budget narrative that explains how the budget in Section III will achieve the desired outcomes. (*3,000 character count limit)*

HYS is seeking $150,000 to support the above outcomes, and plans to use CITY money in a fiscally responsible manner to achieve said outcomes, as described here:

1. Most of the expense (41%, or $62,250) will help to cover Direct Salaries/Wages for our artistic faculty & program staff whose work directly benefits the youth. NO FRINGE BENEFITS are being sought.

2. The next largest expense is for **need-based Financial Aid ($40,000 or 26.6%).** These funds are requested to help HYS provide an equitable experience for youth of all backgrounds. While HYS already offsets tuition costs for all students through its other fundraising (on average, students pay just 25% of the overall cost), the high cost of living and competing priorities for parents make music education all the more difficult. Therefore, these funds will further offset the costs of tuition and registration fees. HYS uses the DHHS Poverty Line (and other quantitative and qualitative metrics) to determine students' financial need. Students awarded financial aid are held to strict attendance standards.

3. **Rehearsal & Concert expenses ($24,000 or 16%).** These costs are directly related to usage of school facilities for rehearsals, and the Moanalua Performing Arts Center for our "Listen and Learn" youth concerts, in which children from across the island are bused in.

4. **Program Expenses ($16,755 or 11%)**. These costs are a portion of retainer fees for the PR/Comms and Social Media external firms mentioned in relation to Outcome #6.

5. **Administrative Salaries ($5,825 or 3.8%).** This is a small portion of the salary of the Chief Operating Officer who will be managing many aspects of this project, its reporting and reimbursement requirements. NO FRINGE BENEFITS ARE REQUESTED. The President & CEO will also oversee this project, however, we are not requesting CITY funds to cover any portion of his salary.

6. **Telecommunications ($1,200; less than 1%).** For phone/internet in our office.

5. Provide a timeline that is complete, realistic and appropriate to achieve the desired outcomes. This timeline should also be reflected in Section IV. *(3,000 character count limit)*

This timeline corresponds to Section IV Deliverables.

October 2025
20+ classes & rehearsals
Projected 400 students are enrolled
40+ financial aid students are notified and awards are distributed
1 newsletter is published

Nov 2025
20+ classes & rehearsals
1 social media post on advocacy

Dec 2025
10+ classes & rehearsals
4 concerts are performed (a mix of age-friendly and "Listen & Learn")
1 blog is published
3 youth speak at 3 concerts

Jan 2026
20+ classes & rehearsals
1 newsletter is published
1 "one-off" activity is held for non-enrolled students/general public

Feb 2026

20+ rehearsals and classes
1 social media post on advocacy
2 youth speak at 1 concert

March 2026
10+ rehearsals and classes

April 2026
20+ rehearsals and classes
3 age-friendly concerts
3 youth speak at 3 concerts
Audition signups for 26/27; 150+ students enroll
1 "one-off" activity for non-enrolled students/general public

May 2026
10+ rehearsals and classes
1 age-friendly concert, at which 2 youths speak
Auditions for FY27 occur

June 2026
20+ rehearsals and classes
30+ students enroll
5+ Financial Aid awards for Summer Strings & Super Strings are disbursed

July 2026
20+ rehearsals and classes
100+ students enroll
Pacific Music Institute (PMI), HYS' summer intensive occurs
3 age-friendly concerts, at which 3 youth speak
20+ Financial Aid awards for PMI are disbursed
1 social media post

August 2026
Audition signups for Academy programs; 20+ students enroll
5+ rehearsals and classes

September 2026
10+ rehearsals and classes
100+ students enroll
Financial Aid application deadline

C. Provide evidence of the agency's ability to perform the proposed grant activity through past performance, current capacity and/or plan to acquire the capacity to perform.

1. Provide data that demonstrates proven success in offering the same, similar, or related activities to achieve the proposed outcomes. *(3,000 character count limit)*

HYS has the demonstrated ability and capacity to achieve the proposed outcomes that are aligned with its commitment to diversity, outreach, and inclusion through removing financial barriers:

- School diversity: Over 107 schools were represented in the 23/24 season by HYS's student body with remarkable diversity: 67% from the DOE system, 23% from private schools, and 10% from home schools. On average, 55-65 high school seniors graduate annually from HYS programs. 100% self-report that they plan to attend four-year colleges and universities. Last May, the Class of 2024 reported receiving over $1M in scholarships and financial aid.

-Community Outreach: At the Music in the Clubhouse (MITCH) in Mo'ili'ili, over 2,800 students have been served through its general music, band, string, and jazz programs over the last 13 years. Several students who began in HYS's MITCH general music programs have advanced to HYS's top orchestras, including Youth Symphony I. This fall, we started the 7th year HYS's music program at the Nānākuli Clubhouse, which has cumulatively introduced 50+ youth to the violin, and now includes classes in general music.

- Gender inclusion. HYS is an inclusive community. All pronouns are welcome, and students are encouraged to wear gender-neutral performance attire; in 2023/24, the gender balance was 54% she/her, 45% he/him, and 1% they/theirs. Of 45 leadership positions (e.g. principal player, concertmaster, section leader) in our youth orchestras, 58% were held by female students.

- Subsidized Tuition. No student pays 100% of the cost of their respective program. Tuition rates are set by the Board of Directors and overall, covers just 25% of HYS's total budget each year. FY25 tuition ranges from $25 to $1,250 per school year. Some programs, such as our "Listen & Learn" youth concert series, Palolo Pakeke (bucket drumming) classes, school year chamber music program, college/career pathways seminars, and auditioning/how to practice workshops are entirely free.

- Financial Aid Program. HYS provides financial aid on a need basis. In FY25, HYS will provide a projected $78,000 in financial aid. Approximately 30% of financial aid will be awarded to students at the beginning and early levels of participation. In 2024, the Median Per-Person Taxable Income for financial aid awarded families was $15,808. All financial aid awardees were at or below Hawaii's Poverty Threshold, or demonstrated equivalent circumstances.

2. Describe the applicant's capacity to successfully achieve the proposed outcomes.
OR
Provide a plan to acquire the capacity to successfully achieve the proposed outcomes (including how the applicant has acquired similar capacity in the past).

Responses should include organizational knowledge, staffing, fiscal resources, facilities and other resources, stakeholders and relationships, and other relevant resources. *(3,000 character count limit)*

Hawaii Youth Symphony has completed activities like the proposed grant activity for sixty consecutive years. Our sole purpose and mission are to provide music education to youth, and to develop free/public performances to enliven our community with their passion and music. Through this GIA, we are being inspired to articulate aspects of our programming (such as youth leadership activities and age-friendly/intergenerational connections) that have long been part of our work but can now be seen with fresh eyes through the goals and objectives of CITY funding.

HYS is the only music education nonprofit operating on O'ahu at the scale and with the capacity required to meet the stated objectives. HYS programs operate five days a week, and are led by full-time administrative staff.

HYS has a 14-member Board of Directors chaired by Erica Mau-Schank. Board committees oversee Fund Development/Marketing, Finance/Investment, Directors (Governance/Nominations), Strategic Partnerships, Risk, HR, Pacific Music Institute summer intensive. Every board member serves on at least one committee; several serve on multiple committees.

HYS's leadership team members are experts in the field, specializing in music education and focusing on youth orchestra organizations. Youth orchestras present different challenges and opportunities than school programs; they convene students from dozens of schools, varied backgrounds, and learning styles. HYS is an active member of the League of American Orchestras (League), which connects orchestras around the country through advocacy and professional development. HYS President Randy Wong is Vice Chair of the League's Youth Orchestra Division (YOD) Executive Board. Mr. Wong has an Ed.M. from Harvard University, attended Stanford's Executive Program for Nonprofit Leaders, and has a degree in music performance. COO Rachel Schultz was previously VP of Education and Community Engagement at the Toledo Alliance for the Performing Arts, is also a member of the League's YOD Board, and also has degrees in music performance. Director of Orchestral Activities Joseph Stepec is also Director of Orchestras at UH Mānoa and frequently conducts the HSO. Our Programs Director, Hannah Watanabe, came to HYS after a successful 20+ year career as a DOE orchestra teacher.

HYS operations staff are assisted by a team of volunteers who monitor attendance student behavior. HYS maintains a strict policy for attendance and behavior so that all classes and rehearsals maintain a positive and conducive learning environment. The program directors meet with students to resolve any issues, and generally, students have been very positive and appreciative of the opportunities provided by HYS.

D. Describe the applicant's sustainability and/or additional long-term benefit to the community

1. Provide a plan for sustaining and / or expanding activities beyond the applicable grant period. *(2,000 character count limit)*

In 2022/23, HYS worked with over 60 stakeholders spanning board, faculty, staff, private instructors, schoolteachers, parents, and students to develop a new strategic plan to guide its organizational and operational priorities. This plan was rolled out to positive response in 23/24. Board committees were then shaped/refreshed to support the strategic priorities. Committees meet monthly and work with our President/CEO Randy Wong to determine plans to sustain, grow, expand, or dismantle activities as appropriate.

2. Describe the applicant's capacity and resources to carry out the above plan (staffing, funding, etc.) beyond the grant period. *(2,000 character count limit)*

HYS works actively to seek and maintain diverse revenue sources to support its programming need and community outreach. As performances are free to the public, and student tuition only accounts for one-quarter of operating expense, the contributed revenue is the organization's main source of revenue. To continue providing the same quality of classes and outreach to students and community members, HYS applies for grants from numerous local

and national private foundations, seeks private contributions, and corporate sponsorships. HYS is currently in the process of recruiting an Annual Fund Manager/Development Manager to assist with said fund development needs. HYS will continue to partner with the City & County of Honolulu, the State of Hawai'i, and other nonprofits to find ways to reduce costs and/or maximize public benefit.

While it seems that post-pandemic staffing is a new challenge, in conjunction with the rollout of the strategic plan, the Board approved new employee benefits to encourage retention and recruitment. Thus far, we have received very positive feedback from employees and recruits for the competitiveness of these benefits. Many professional musicians do not often have access to fringe benefits of any kind and working for HYS opens new doors for their own development and survival. In return, they are committed and loyal in their service of Hawaii's youth.

HYS greatly appreciates any assistance from the City & County, as funding from State and Federal sources has become increasingly competitive. Programming, outreach, and services provided by HYS directly benefit residents of the City & County of Honolulu and serve a critical need with declining funding for arts and music programs statewide. HYS's record of success in fulfilling the parameters of the grant aligned with its mission highlights the importance of its role within the community and its commitment to sharing music with all members, from children to kūpuna.

E. No CITY funds or assistance. The highest consideration will be given to applicants that do not receive other funding or any form of assistance from the CITY. While applicants that receive other funding or assistance from the CITY may apply for Grants in Aid funding, the extent of funding or assistance already received in relation to services provided must be considered prior to awarding Grants in Aid funds. A percentage of the sub-total criteria points will be awarded to Grantees based on the criteria below and the information about past funding / assistance from the CITY that follows.	
The applicant has received no award from the CITY within the last 3 years.	**10%**
The applicant has received 1-2 awards from the CITY within the last 3 years.	**7%**
The applicant has received 3-5 awards from the CITY within the last 3 years.	**5%**
The applicant has received between 6-9 awards from the CITY within the last 3 years.	**3%**
The applicant has received 10 or more awards from the CITY within the last 3 years.	**0%**

GRANTEE RECEIPT OF CITY GRANTS

Identify all CITY grants received by Grantee (or Fiscal Sponsor) in the last three (3) years. Information will be verified by the CITY.

1. Grant Activity Name & Contract #: Grant-in-Aid CT-DCS-2300022
   Grant Period: Oct 2022 to Sep 2023 Grant Amount: 200,000
   Grant Purpose: Making music a right, not a privilege, for Hawaii's youth
   Grant Activity Status: ☐ Underway ☒ Completed ☐ Canceled
   Administrating Division: _____

2. Grant Activity Name & Contract #: Grant-in-Aid CT-DCS-2100039
   Grant Period: April 2021 to Feb 2022 Grant Amount: $123,853
   Grant Purpose: Making music a right, not a privilege, for Hawaii's youth
   Grant Activity Status: ☐ Underway ☒ Completed ☐ Canceled
   Administrating Division: _____

3. Grant Activity Name & Contract #: NA
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

4. Grant Activity Name & Contract #: NA
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled

E. Age Friendly Honolulu (Complete only if applying for the bonus points)
Consideration is to be given to applicants that incorporate the vision and goals of the Age-Friendly Honolulu Program (as codified in ROH Chapter 2, Article 22), including but not limited to (1) enabling residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active; and (2) removing barriers to inclusion for and providing support services to vulnerable residents and/or have physical limitations.

If awarded bonus points for being an Age-Friendly Honolulu project, the Grantee will be subject to additional reporting requirements, including but not limited to name, age, and physical location of seniors being served by the project.

To be eligible for the bonus points as an Age-Friendly Honolulu project an organization must demonstrate the proposal aligns with Age-Friendly Honolulu's priorities by completing the following TWO steps:

1) Go the following website https://www.hiphi.org/age-friendly-honolulu/ to access an Age-Friendly Honolulu training video. The video should be watched by at least one (1) person from the non-profit organization in a leadership position (Executive Director, Administrator, or equivalent). This video will define an "age-friendly city" and explain what types of projects align with the Age-Friendly Honolulu Vision.

2) Complete the section below by selecting which Age-Friendly Honolulu category best fits the activities of your organization and providing a brief description of how your proposal is an Age-Friendly Honolulu project.

☒ Enabling Residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active, particularly at the oldest ages

☐ Providing Kupuna with meaningful roles in the community, including mentors, volunteers, or through intergenerational programming

☐ Removing barriers to support community inclusion and accessibility for persons of all abilities.

3) How is your proposal an Age-Friendly Honolulu Project and explain how your organization can meet the additional reporting requirements if awarded? *(2,000 character count limit)*
We will be actively adapting our concerts to encourage and welcome an age-friendly audience. To do this, we will work with senior living facilities to encourage group transportation to concerts, reserve seating for kupuna, adapt some of our printed materials for large-type/easier reading, subtitle video projects (when possible) to assist those with hearing difficulties, and utilize connections to both market concerts to kupuna, and bring youth to perform in kupuna spaces when possible. We will look forward to reporting on our progress to the Kupuna Collective, attending their monthly meetings, and learning from/possibly collaborating with other Kupuna Collective organizations so that we can do our part to contribute to an intergenerational, Age Friendly Honolulu. We will collect and share documentation (PDFs, photos, marketing materials, etc.) as appropriate.

APPENDIX A: TIER II GRANT PROPOSAL (Grants $25,000 to $150,000)
SOLICITATION NO. RGP-DCS-GIA2026

Instructions: The proposal below must be completed in full. Responses must be provided in the fillable boxes provided. Where annotated, the fillable boxes have predetermined maximum limits on character counts. Letters, numbers, punctuation marks, and spaces are included in the character count limits.

SECTION I
SUMMARY

A. Grantee Legal Name:	Hawaiian Community Assets, Inc.
B. Is Grantee a Fiscal Sponsor?	☐ Yes X No
C. Grant Activity Name:	Housing Ready O'ahu

D. Briefly describe the Grantee's background, history (including year established), and mission. *(400 character count limit)*

Established in 2000, Hawaiian Community Assets is a HUD-certified housing counseling agency that provides group financial, renter, and home buyer education and asset-building housing counseling services to Hawaii's low- and moderate-income communities to achieve and sustain economic self-sufficiency. In 23 years, HCA served more than 26,000 Hawai'i residents and helped more than 8,000 residents increase savings, lower debt, and improve their credit scores.

E. Briefly describe the Grant Activity and public need being filled. *(400 character count limit)*

Through personalized HUD-certified housing counseling, HCA will deliver targeted programs designed to empower individuals and families, from keiki to kupuna, to low- and moderate-income households with tools to navigate high living costs, facilitating budgeting, and financial planning.

F. Briefly summarize Grant Activity outcomes and measures of success, including number and description of those served. *(400 character count limit)*

Hawaiian Community Assets seeks funding for a transformative grant activity targeting low- to moderate-income (LMI) clients in Honolulu County. Our proposed program will provide 500 housing counseling sessions for personalized financial guidance and 24 group financial education and home buyer workshops to address financial barriers and education gaps during the grant period.

G. Council District
Check all districts that will benefit from the Grant Activity. Provide the amount requested per district. Amounts must be in whole numbers only.

X District 1 $30,000	X District 2 $30,000	X District 3 $30,000
☐ District 4 $	☐ District 5 $	X District 6 $30,000
X District 7 $30,000	☐ District 8 $	☐ District 9 $

Total Amount Requested (must be $25,000 to $150,000)	$150,000

H. Type of Grant Activity (pick ONE category that best reflects the Grant Activity):		
1. Public Services: Projects in this category will support qualified public services and programs for the target populations deemed by the CITY to be most vulnerable.		
☐ A. Public Service – Seniors	☐ B. Public Service - Children	☐ C. Public Service - Disabilities
☐ D. Public Service – Homeless	☐ E. Public Service – Domestic Violence	☐ F. Public Service – Substance Abuse
☐ G. Public Service – Mental Health	☐ H. Public Service – Other (describe):	
2. Arts, Culture, Community/Economic Development, and the Environment: Projects in this category will support the sustainable improvement in the well-being and quality of life of local communities, especially low- to moderate income areas.		
☐ A. Arts	☐ B. Culture	☐ C. Community Development
X D. Economic Development	☐ E. Environment	

GRANTEE'S CERTIFICATION AND SIGNATURE

The undersigned, subject to personal liability and penalty under applicable law, certifies that he or she: (i) is authorized to sign this Grant Proposal; (ii) personally prepared or reviewed the matters found in this Grant Proposal (including any related documents/attachments); (iii) asserts all statements made in this Grant Proposal (including all attachments) are true, accurate and complete; (iv) has the requisite skills and knowledge to assert the foregoing certification; and (v) has complied and shall continue to comply with all applicable requirements of Chapter 6, Article 29 of the Revised Ordinances of Honolulu 2021, as amended (Link), regarding private organizations receiving grants of public funds from the City and County of Honolulu.

Signature of Grantee (Fiscal Sponsor) Officer
Printed Name and Title: Chelsie Evans Enos, HCA Executive Director

11/21/24
Date

CERTIFICATE OF THE BOARD OF DIRECTORS NO OBLIGATIONS IN ARREARS

The undersigned of the Board ("Grantee") hereby certifies that the Grantee or any principal of the Grantee or sponsored organization (where the Grantee is a Fiscal Sponsor) is not in arrears on any financial or other obligation owed to the City & County of Honolulu, a municipal corporation of the State of Hawaii.

Gavin Thornton
(Signature)

Gavin Thornton
(Print name)

CERTIFICATE OF THE BOARD OF DIRECTORS AUTHORIZATION TO ASSIGN AUTHORITY

The undersigned of the Board ("Grantee") hereby certifies that Chelsie Evans Enos (name), Executive Director (title), has been authorized by the Board of Directors to sign proposals, contracts, and related documents on behalf of the Grantee. Accordingly, I hereby assign the authority by the Board to execute proposals, contracts, and contract amendments on behalf of the Grantee, and further certify that the assigned is given the power and authority to do all things necessary to implement, maintain, amend, or renew such contracts, including but not limited to the delegation of signing authority to another employee of the Grantee.

Gavin Thornton
(Signature)

Gavin Thornton
(Print name)

STATE OF ~~HAWAII~~ OMM Florida)
CITY AND COUNTY OF ~~HONOLULU~~ Destin Okaloosa)

On this 21st day of November, 2024, before me appeared Gavin Thornton, personally known to me, who, being by me duly sworn, did say that he/she is the Secretary of Hawaiian Community Assets and that the corporation has no corporate seal, and that said instrument was signed in behalf of said corporation by authority of its Board of Directors, and said he acknowledged said instrument to be the free act and deed of said corporation. produced US Passport for ID

OZELLA MAE MOORE
Notary Public - State of Florida
Commission # HH 391605
Expires on June 13, 2027

Ozella Mae Moore OZELLA MAE MOORE
Notary Public, State of ~~Hawaii~~ OMM Florida

My Commission expires: 06/13/2027

Notarized remotely online using communication technology via Proof.

Doc. Date: 11/21/2024 # Pages 1
Name: _____ ____ Circuit
Doc. Description: Cert. of Bd of Dir.

SECTION II
GRANT ACTIVITY INFORMATION

A. Describe how the community need, stated problem/issue, and target population are effectively validated. The description must include how the public services' target population is vulnerable or how the arts, culture, community/economic development, or environmental activities will especially support low- to moderate-income areas.

1. Provide substantive data and other qualifying information to demonstrate how the problem/issue impacts the target population and is a community priority that needs to be addressed. *(5,000 character count limit)*

In Honolulu County, Hawaii, a pronounced community need has emerged for financial and housing counseling, along with group education workshops, targeting low and moderate-income (LMI) communities. These initiatives aim to establish crucial connections to sustainable and affordable housing opportunities in the region. According to the Board of Governors of the Federal Reserve System, a low-income community is defined as a household with a median family income of less than 50 percent of the area's median income (AMI). Whereas a moderate-income community is defined as a household with a median family income that is at least 50 percent and less than 80 percent of the area median income (Board of Governors of the Federal Reserve System, 2023). In 2023, the household median income in Honolulu County is $113,300; 50 percent of the AMI for a one-person household is $45,850, and 80 percent of the AMI for a one-person household is $73,360 (Honolulu County Income Rent and Sales Guidelines, 2023). Moreover, the number of renter households in Hawaii averaged more than 186,000 households. The fair market rent (FMR) for a one-bedroom unit in Hawaii is about $1,670 per month. Approximately 36 percent of the renter households in Hawaii are below 50 percent AMI and 21 percent are below 30 percent AMI or earning less than $32.11 an hour to meet the livable housing wage for a one-bedroom rental (National Low Income Housing Coalition, 2023).

With median home prices significantly above the national average, Honolulu County is in a housing crisis. In 2019, renters in nearly half of the census tracts in the state were spending an average of 30 percent to 49 percent of their income on rent. In July 2023, the Governor of the state of Hawaii signed the first of three emergency proclamations relating to housing recognizing Hawaii's affordable housing shortage is profound and that housing is the single biggest household expense, making up to 38 percent or more of household spending for residents and reinforcing Hawaii as the highest cost of living in the nation (Office of the Governor, 2023). LMI communities face vulnerabilities due to high living costs, limited affordable housing stock, financial barriers, and educational gaps.

Since its inception in 2000, Hawaiian Community Assets (HCA), has played a pivotal role in addressing these community/economic development needs by providing essential educational services to empower individuals and families, from keiki to kupuna, with the knowledge and tools to make informed financial and housing decisions. As Hawaii's largest Housing and Urban Development (HUD)-housing counseling agency, with sixteen HUD-certified housing counselors, HCA provides group financial, renter, and homebuyer education and one-on-one housing counseling services to Hawaii's LMI communities to achieve and sustain economic self-sufficiency. HCA's judgment-free one-on-one counseling is designed to meet the specific needs of clients' self-sufficiency goal(s) including; building savings, educating clients on credit managment, reducing debt, understanding the home buying process, navigating the rental process, avoid foreclosure, accessing affordable housing programs, emergency preparedness, tax preparation, and entrepreneurship guidance.HCA also offers culturally sensitive group homebuyer education, empowering

aspiring homeowners with the knowledge and resources to navigate the complex process of buying a home. Working with HCA's counselors provides individuals and families with the tools, knowledge, and support needed to achieve self-sufficiency and economic goals, fostering a path toward financial stability and independence. In 23 years, HCA served more than 26,000 LMI and NH families through counseling and group education services and helped more than 8,000 clients increase savings, lower debt, and improve their credit scores.

References:
Board of Governors of the Federal Reserve System, 2023
Honolulu County Income Rent and Sales Guidelines, 2023
National Low Income Housing Coalition, 2023
Office of the Governor, 2023

B. Describe the proposed plan

1. Provide a description of the Grant Activity. This description will be used as the scope of services in the contract. Describe why you chose this Grant Activity and how it will effectively address the community's problem / need. *(3,000 character count limit)*

Honolulu County faces a pressing issue concerning the vulnerabilities experienced by Low to Moderate-Income (LMI) communities. One of the primary challenges faced by LMI communities in Honolulu County is the exceptionally high cost of living. The state consistently ranks among the top in the nation for the highest cost of living". In the 2022 ALICE - Asset Limited, Income Constrained, Employed report, nearly 44 percent of Hawaii households lacked the ability to afford basic necessities such as housing, child care, food, transportation, healthcare, a smartphone plan, and taxes. As a result, Hawaii's systemic problem of wealth inequity and unequal distribution of resources has left nearly half the state struggling to meet its basic needs, contributing to economic disparities and social inequities.

Hawaiian Community Assets (HCA) proposes a comprehensive program in Honolulu County to address challenges faced by LMI communities. This proposal provides an analysis of the community's priority needs, emphasizing the challenges posed by high living costs, limited affordable housing stock, financial barriers, and educational gaps, and the impact of these vulnerabilities on the affected communities and Hawaii's broader economy. Our scope of services includes individualized housing counseling and group financial and homebuying education services at no cost to the client. HCA will deliver targeted programs designed to empower individuals and families, from keiki to kupuna, with tools to navigate high living costs, facilitating budgeting and financial planning through 500 personalized HUD-certified housing counseling sessions. The delivery of 12 group financial education sessions will address financial barriers, providing resources for debt reduction, financial management, and increase income and savings. Additionally, 12 group homebuying education workshops, bridging educational gaps and increasing the understanding of sustainable homeownership. The scope of services encompasses tailored one-on-one counseling sessions, educational workshops, and resources designed to address the specific needs and challenges faced by our target demographic, fostering a pathway towards informed and empowered homeownership for LMI communities in Honolulu County.

We seek funding for a transformative grant activity targeting LMI clients in Honolulu, County, Hawaii. This grant activity strategically addresses financial barriers by facilitating access to sustainable and financial planning. The group workshops bridge education gaps by providing accessible, community-oriented sessions. By reaching LMI and clients, we aim to create a ripple effect, positively impacting families and fostering a more financially resilient community.

2. Provide measurable outcomes, describe how outcomes are aligned with the purposes and priorities of the Grants in Aid Fund, and describe how outcomes directly benefit the target population. *(3,000 character count limit)*

Public Services should begin with a statement of the number of individuals that the Grant Activity will directly benefit during the Grant Term.

Arts, Culture, Community/Economic Development or Environment should begin with a statement as to how the Grant Activity supports the sustainable improvement in the well-being and quality of life of local communities, especially low to moderate income areas.

Hawaiian Community Assets (HCA) seeks funding from the Grants in Aid Fund for a transformative initiative addressing financial barriers and educational gaps within Low to Moderate-Income (LMI) and Native Hawaiian communities in Hawaii. The proposed project aims to provide 500 housing counseling sessions and conduct 24 group financial education and homebuyer education workshops within one year.

Measurable program outcomes:
1. 500 Housing Counseling Sessions:
Objective: Provide personalized financial guidance and develop customized action plans to increase income, building savings, and decrease debt.
Measurement: HCA will track the number of Honolulu County LMI clients who sign up for housing counseling services. HCA will document client intake, completed financial assessment, and client action plan.
Target: Provide 500 housing counseling sessions to LMI clients during the grant period.

2. 12 Group Financial Education Workshops:
Objective: Conduct 12 group financial education workshops covering budget management, debt reduction, and long-term financial planning.
Measurement: HCA will track the number of clients who enroll in group financial education workshops. HCA will document the number of workshops held, participants in each session, workshop details, post-workshop survey, and completed certificate.
Target: Complete 12 group financial workshops virtually or in person, engaging a diverse audience from the target communities.

3. 12 Homebuyer Education Workshops:
Objective: Guide participants through the homebuying process, promoting informed decisions and sustainable homeownership.
Measurement: HCA will track the number of clients who enroll in group homebuyer education workshops. HCA will document the number of workshops held, participants in each session, workshop details, post-workshop survey, and completed certificate.
Target: Conduct 12 group homebuyer education workshops virtually or in person, equipping potential homebuyers with essential knowledge.

4. Economic Empowerment:
Objective: Establish individualized goals with clients during housing counseling sessions, such as navigating financial challenges and enabling better budgeting.
Measurement: HCA will regularly track and document participants' progress toward self-sufficiency goals throughout the program duration.
Target: 100 families will report a higher understanding of their financial situation than before meeting with a housing counselor.

The proposed grant activity offers measurable outcomes that directly address the financial challenges faced by LMI and Native Hawaiian communities in Honolulu County. Aligned with the Grants in Aid Fund's purposes and priorities, the initiative aims to empower individuals, foster economic resilience, and create lasting positive change within the target population.

3. Provide an action plan to achieve the stated measurable outcomes. If the Grant Activity involves a partnership, provide a description of each partner's role. Must include measurable milestones, specific events, or other performance measures appropriate to achieving the outcomes. *(3,000 character count limit)*

To empower the LMI community through 500 housing counseling sessions, 12 group financial education workshops, and 12 homebuyer education workshops, fostering economic empowerment and sustainable homeownership.

1. Housing Counseling (Timeline: 12 months)
Milestones:
- Assign certified HUD-certified housing counselors upon grant execution. (month 1)
- Identify Community partners and resources to aid in successful program delivery. (month 1)
- Begin marketing campaign to recruit clients. (month 1)
- Program Manager will conduct regular check-ins and assessments to track progress. (ongoing)
- The Program Manager will evaluate the impact of counseling on financial management after six months. (ongoing)
- Expand counseling services to reach the target of 500 counseling sessions within 12 months. (month 12)

Partner Roles:
- HCA Counselors: Provide one-on-one counseling, develop personalized plans, and track individual progress.
- Community Partners: Assist in identifying target community, promoting the program, and coordinating outreach efforts.

2. Group Financial Education Workshops (Timeline: 12 months)
Milestones:
- The program manager will develop a group education workshop schedule and materials within the first two months.
- The program manager will utilize workshop facilitators across the state to conduct the first set of four workshops within the initial three months.
- Counselors will facilitate monthly workshops and collect participant feedback and make necessary adjustments to the curriculum.
- Scale up to 12 workshops, reaching a diverse audience within 12 months.

Partner Roles:
- HCA Facilitators: Conduct workshops, facilitate discussions, and assess participants' comprehension.
- Community Partners: Support workshops by sponsoring materials or providing meeting spaces and venues for in person workshops.

3. Homebuyer Education Workshops (Timeline: 12 months)
Milestones:
- Program manager will develop a group education workshop schedule and materials within the first two months.

- Program manager will utilize workshop facilitators across the state to conduct the first set of four workshops within the initial three months.
- Counselors will evaluate participant readiness for homebuying after six months.
- Scale up to 12 workshops, focusing on empowering participants in the homebuying process within 12 months.

Partner Roles:
- HCA Facilitators: Conduct workshops, facilitate discussions, and assess participants' comprehension.
- Community Partners: Support workshops by sponsoring materials or providing meeting spaces and venues for in person workshops.
- Financial Institutions: Collaborate in developing content, offer financial literacy resources, and potentially provide mortgage assistance or downpayment assistance resources

4. Economic Empowerment and Sustainable Homeownership (Timeline: Ongoing)
Milestones:
- Program manager will establish a system to track financial metrics for each participant, including financial assessment, client action plan, and client knowledge.
- Counselors will regularly assess participants' progress toward housing goals, with a focus on achieving sustainable homeownership.
- Counselors will monitor and analyze project and client data throughout the program.
- Conduct follow-up surveys and interviews six months after program completion to evaluate long-term impact.

Partner Roles:
- Community Partners: In collaboration with community partners, HCA will consider implementing longitudinal studies and assessments over an extended period beyond the immediate program duration.
- HCA Team: Evaluate the long-term impact of the program on participants' financial stability, homeownership, and overall well-being.

5. Communication and Outreach (Timeline: Ongoing)
Milestones:
- Develop a comprehensive communication plan within the first two months.
- Regularly update participants on upcoming workshops, counseling sessions, and program milestones.
- Use various channels, including social media, community partners, and community events, to promote the program.

Partner Roles:
- Marketing Team: Collaborate in disseminating information about the program and sharing success stories.
- Community Partners: Assist in outreach efforts, promoting the program within the community.

6. Evaluation and Reporting (Timeline: Ongoing)
Milestones:
- HCA's Data Specialist will establish a robust data collection and management system within the first three months.
- Regularly analyze quantitative and qualitative data to assess program effectiveness.
- Produce reports highlighting milestones, participant success stories, and areas for improvement.

Partner Roles:
- HCA: Analyze data and produce reports.
- Funder: Collaborate in the evaluation process, providing feedback and guidance

4. Provide a budget narrative that explains how the budget in Section III will achieve the desired outcomes. *(3,000 character count limit)*

The proposed budget of $150,000 for the City and County Grants in Aid will be allocated to support critical staff salaries for the implementation of a housing counseling program and data management activities. This includes salaries for three Housing Counseling Staff and one Program Manager.

1. Housing Counseling Staff (3 FTE):
Roles and Responsibilities:
HCA's Housing Counseling Staff will be responsible for providing one-on-one housing counseling and group education services to program participants. Their duties include developing customized action plans to increase income, build savings, debt reduction, budgeting assistance, and facilitating educational workshops.
Direct Salary/Wages breakdown:
- Program Manager Counselor (1 FTE): $65,000
- Community Services Specialist (2 FTE): $60,000/each
Justification:
Competitive salaries are crucial to attract and retain highly qualified housing counseling professionals. The program manager is also a certified housing counselor, with additional responsibilities and experience, and is allocated a higher salary to reflect their expertise in guiding participants through complex financial and housing challenges.

2.Program Manager (1 FTE)
Roles and Responsibilities:
Program Manager will also be HUD certified providing back up counseling when needed while managing the Oahu office and staffing needs. Their duties include ensuring counseling sessions provided by counseling staff meet HUD standards, align with HCA's core values, and are satisfactory to clients. They will also train and assist in facilitation of all workshops.
Program Manager Counselor (1 FTE): $65,000

3. Fringe Benefits:
Fringe benefits, including health insurance, retirement contributions, and other employee benefits, are estimated at 30% of total salaries.
Fringe Benefits:
Program Manager Counselor (30% of $65,000): $19,500
Community Services Specialist (30% of $60,000 x 2): $36,000
Data Specialist (30% of $55,000): $16,500

4. Total Salary and Fringe Benefits:
Total Direct Salaries/Wages: $185,000
Total Direct Fringe Benefits: $55,500
Total Admin Salaries/Wages: $55,000
Total Admin Fringe Benefits: $16,500
Grand Total: $312,000
Note: The budget currently exceeds the allocated $200,000. To meet the budget constraints, adjustments may include revisiting salary figures, seeking potential cost-sharing opportunities, or negotiating fringe benefit rates.

Justification:
The proposed budget prioritizes competitive salaries for qualified staff to ensure the success of the housing counseling program and effective data management. Adequate fringe benefits are allocated to attract and retain skilled professionals, fostering program sustainability and long-term impact.

5. Provide a timeline that is complete, realistic and appropriate to achieve the desired outcomes. This timeline should also be reflected in Section IV. *(3,000 character count limit)*

The timeline is designed to provide a phased and realistic approach to meet the desired outcomes. Monthly outcomes for housing counseling are estimated at approximately 40 households, totaling 500 by the end of the project year. Monthly outcomes for financial education and homebuyer workshops involve conducting 2 workshops each month, completing a total of 24 within the project year (October 2025 to September 2026).

October 2025:
- Train Housing Counseling Staff and on program criteria and reporting requirements
- Develop comprehensive program materials and resources
- Initiate outreach and promotion efforts within the community to recruit program participants.
- Start one-on-one housing counseling sessions for the first cohort of participants (approximately 10 households)
- Launch the first set of two financial and homebuyer education workshops (1 group financial education, 1 group homebuyer education)

November 2025:
- Continue community outreach and engagement activities with community partners
- Continue housing counseling sessions (approximately 40 households)
- Conduct workshops (1 group financial education, 1 group homebuyer education)

December 2025:
- Review and analyze program progress, identifying areas of improvement
- Continue housing counseling sessions (approximately 50 households)
- Conduct education workshops (1 group financial education, 1 group homebuyer education)

January to February 2026:
- Expand housing counseling to additional participants (approximately 100 households)
- Conduct education workshops (2 group financial education workshops, 2 group homebuyer education workshops)

March 2026:
- Review housing counseling participants' files; financial assessment, client action plan, and resolution (if applicable)
- Evaluate and adjust workshop content based on participant feedback
- Expand housing counseling to additional participants (approximately 50 households)
- Conduct education workshops (1 group financial education, 1 group homebuyer education)

April 2026:
- Continue housing counseling sessions (approximately 50 households)
- Conduct education workshops (1 group financial education, 1 group homebuyer education)

May 2026:
- Evaluate and adjust workshop content based on participant feedback
- Continue housing counseling sessions (approximately 40 households)

- Conduct education workshops (1 group financial education, 1 group homebuyer education)

June 2026:
- Provide ongoing housing counseling support to existing participants
- Collect feedback on program effectiveness and areas for improvement
- Continue housing counseling sessions (approximately 40 households)
- Conduct education workshops (1 group financial education, 1 group homebuyer education)

July to September 2026
- Continue housing counseling sessions (approximately 120 households)
- Conduct education workshops (3 group financial education, 3 group homebuyer education workshops)
- Evaluate overall program outcomes and successes
- Complete and submit the required grant reports

C. Provide evidence of the agency's ability to perform the proposed grant activity through past performance, current capacity and/or plan to acquire the capacity to perform.

1. Provide data that demonstrates proven success in offering the same, similar, or related activities to achieve the proposed outcomes. *(3,000 character count limit)*

HCA is Hawaii's largest HUD-certified housing counseling agency. All staff are certified as Homeownership Professionals and complete ongoing education to stay informed of updates and changes in the financial literacy, affordable housing, and mortgage industries. HCA was also the recipient of the City and County Grants in Aid in the 2024-2025 cycle for similar public services.

The organization employs 16 HUD-certified housing counselors, including its Program Managers and Community Services Specialists. Together, they share more than 100 years of relevant experience in assisting ALICE and below households to obtain affordable housing.

HCA's operations and executive management team possesses more than 100 years of relevant experience in nonprofit management, resource development, data management, financial management, and clerical and administrative duties.

HCA Board members possess professional skills critical to the implementation and oversight of the organization's programming including housing counseling, real estate, mortgage financing, housing development, and nonprofit financial and operational management.

2. Describe the applicant's capacity to successfully achieve the proposed outcomes.
OR
Provide a plan to acquire the capacity to successfully achieve the proposed outcomes (including how the applicant has acquired similar capacity in the past).

Responses should include organizational knowledge, staffing, fiscal resources, facilities and other resources, stakeholders and relationships, and other relevant resources. *(3,000 character count limit)*

HCA will dedicate 4.0 full-time staff equivalent (FTE) to the Honolulu County Housing Counseling and Financial Education program.

Program staff represents 4.0 FTE, 3.0 FTE in Housing Counselors and 1.0 FTE in Program Managers.

Program Manager (1.0 FTE) is responsible for:
- Managing program activities and their staff
- Delivering financial or homebuyer education workshops
- Assisting with quality control of services delivered
- Developing and maintaining partnerships with community partners

2 Housing Counselors will be responsible for:
- Conducting housing and pre-purchase counseling
- Completing financial assessments and client action plans
- Conducting case management, including enrollment in match savings grants and loans
- Maintaining communication with LMI and NH households throughout the process
- Data entry into HCA's client management system, OTIS

All positions are filled and ready to serve.

D. Describe the applicant's sustainability and/or additional long-term benefit to the community

1. Provide a plan for sustaining and / or expanding activities beyond the applicable grant period. *(2,000 character count limit)*

Honolulu County GIA funding will allow HCA to match existing grants and contracts with public and private funding sources to create and maintain partnerships with affordable housing developers at no cost to their operations during the project period. HCA will then sustain HUD-certified housing counseling services beyond the fiscal year 2025-2026 by securing fee-for-service contracts with affordable housing developers. Additional earned revenue from loan interest/fee revenue and tenant rents from HCL will also sustain services beyond the fiscal year 2024-2025. The earned revenue will serve as matching funds for HCA's annual HUD funding allocation and any other public and private grant funds secured.

2. Describe the applicant's capacity and resources to carry out the above plan (staffing, funding, etc.) beyond the grant period. *(2,000 character count limit)*

HCA possesses the capacity to effectively conduct its plan to utilize GIA funding to match existing grants, contracts, and public funding resources. These attributes also assist in maintaining partnerships with community partners and affordable housing developers, as well as securing fee-for-service contracts with developers for the fiscal year 2024-2025.

HCA has an extensive network of community partners. These partners include local organizations, non-profits, and government agencies that share a common goal of addressing housing affordability issues in the region. The collaborative efforts among these partners provide HCA with a broad range of expertise, resources, and support.

HCA is equipped with a pool of experienced and dedicated individuals who possess the necessary skills to effectively manage grants, contracts, and funding resources. These individuals have a deep understanding of the intricacies involved in securing and managing grants, ensuring that funds are utilized efficiently and in accordance with the established guidelines.

In terms of financial resources, HCA has established relationships with public funding sources. These relationships enable the community to leverage existing grants and contracts,

allowing for additional funding to be secured through the match requirements outlined in GIA funding opportunities. By successfully matching these funds, HCA can maximize the impact of grants and contracts, ensuring that resources are utilized effectively.

HCA has a strong presence in the affordable housing sector. Over the years, HCA has forged partnerships with reputable affordable housing developers who are committed to addressing the housing needs of the region. These partnerships provide a platform for collaboration and knowledge sharing, supporting HCA in achieving its goals of expanding affordable housing options.

HCA's capacities and resources, including its network of community partners, skilled individuals, access to public funding sources, and strong relationships with affordable housing developers empower it to effectively execute its plan to utilize GIA funding. By leveraging these strengths, HCA can match existing grants and contracts, maintain partnerships, and secure fee-for-service contracts to advance its efforts beyond the grant period.

E. No CITY funds or assistance.
The highest consideration will be given to applicants that do not receive other funding or any form of assistance from the CITY. While applicants that receive other funding or assistance from the CITY may apply for Grants in Aid funding, the extent of funding or assistance already received in relation to services provided must be considered prior to awarding Grants in Aid funds.

A percentage of the sub-total criteria points will be awarded to Grantees based on the criteria below and the information about past funding / assistance from the CITY that follows.

The applicant has received no award from the CITY within the last 3 years.	**10%**
The applicant has received 1-2 awards from the CITY within the last 3 years.	**7%**
The applicant has received 3-5 awards from the CITY within the last 3 years.	**5%**
The applicant has received between 6-9 awards from the CITY within the last 3 years.	**3%**
The applicant has received 10 or more awards from the CITY within the last 3 years.	**0%**

GRANTEE RECEIPT OF CITY GRANTS

Identify all CITY grants received by Grantee (or Fiscal Sponsor) in the last three (3) years. Information will be verified by the CITY.

1. Grant Activity Name & Contract #: ALICE & Below Kupuna Financial Stability - Contract No. CT-DCS-2300023
   Grant Period: 10/1/2022 - 3/31/2024 Grant Amount: $122,593.00
   Grant Purpose: The ALICE & Below Kupuna Financial Stability Project is a 12-month project that provides kupuna 65 older with financial counseling sessions, financial products and the opportunity to increase income and or liquid assets to move above ALICE threshold.
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: Department of Community Services

2. Grant Activity Name & Contract #: Housing Ready Oahu - Contract No. CT-DCS-2500024
   Grant Period: 10/1/2024 - 9/30/2025 Grant Amount: $150,000
   Grant Purpose: Through personalized HUD-certified housing counseling, HCA will deliver targeted programs designed to empower individuals and families, from keiki to kupuna, to low- and moderate-income (LMI) households with tools to navigate high living costs, budgeting, and financial planning.
   Grant Activity Status: X Underway ☐ Completed ☐ Canceled
   Administrating Division: Department of Community Services

E. Age Friendly Honolulu (Complete only if applying for the bonus points)
Consideration is to be given to applicants that incorporate the vision and goals of the Age-Friendly Honolulu Program (as codified in ROH Chapter 2, Article 22), including but not limited to (1) enabling residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active; and (2) removing barriers to inclusion for and providing support services to vulnerable residents and/or have physical limitations.

If awarded bonus points for being an Age-Friendly Honolulu project, the Grantee will be subject to additional reporting requirements, including but not limited to name, age, and physical location of seniors being served by the project.

To be eligible for the bonus points as an Age-Friendly Honolulu project an organization must demonstrate the proposal aligns with Age-Friendly Honolulu's priorities by completing the following TWO steps:

1) Go to the following website https://www.hiphi.org/age-friendly-honolulu/ to access an Age-Friendly Honolulu training video. The video should be watched by at least one (1) person from the non-profit organization in a leadership position (Executive Director, Administrator, or equivalent). This video will define an "age-friendly city" and explain what types of projects align with the Age-Friendly Honolulu Vision.

2) Complete the section below by selecting which Age-Friendly Honolulu category best fits the activities of your organization and providing a brief description of how your proposal is an Age-Friendly Honolulu project.

X Enabling Residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active, particularly at the oldest ages

☐ Providing Kupuna with meaningful roles in the community, including mentors, volunteers, or through intergenerational programming

X Removing barriers to support community inclusion and accessibility for persons of all abilities.

3) How is your proposal an Age-Friendly Honolulu Project and explain how your organization can meet the additional reporting requirements if awarded? *(2,000 character count limit)*

Hawaiian Community Assets (HCA) aims to comprehensively address the unique housing challenges faced by the targeted community. The organization recognizes Hawaii's landscape of multigenerational housing and the prevalent issue of housing costs burden. In this context, clients are not just individuals but entire families. HCAs objective is to empower families to achieve sustainable homeownership and financial self-sufficiency. To achieve this, HCAs housing counselors will adopt an inclusive approach, incorporating counseling for keiki to kupuna within each household. This strategy recognizes the interconnectedness of generations within a family and the shared responsibility for housing and financial decisions.HCA recognizes the diverse needs and challenges faced by different age groups within the targeted population. By offering housing counseling to households of all ages, the project acknowledges that economic difficulties and housing insecurities can affect people across the lifespan. This approach ensures that support is provided to vulnerable individuals and families at all stages of life, promoting inclusivity and addressing the specific needs and concerns of each age group.

APPENDIX A: TIER II GRANT PROPOSAL (Grants $25,000 to $150,000)
SOLICITATION NO. RGP-DCS-GIA2026

Instructions: The proposal below must be completed in full. Responses must be provided in the fillable boxes provided. Where annotated, the fillable boxes have predetermined maximum limits on character counts. Letters, numbers, punctuation marks, and spaces are included in the character count limits.

SECTION I
SUMMARY

A. Grantee Legal Name:	Hawaiian Humane Society
B. Is Grantee a Fiscal Sponsor?	☐ Yes ☒ No
C. Grant Activity Name:	Vet Med for West Oahu & Kupuna Support

D. Briefly describe the Grantee's background, history (including year established), and mission. *(400 character count limit)*

Established in 1883 on ʻIolani Palace grounds by King Kalākaua, the Hawaiian Humane Society (HHS) has been Oahu's leader in animal welfare for 140+ years. Dedicated to fostering the human-animal bond, HHS provides lifesaving services, including adoptions, spay/neuter programs, and community education, while advocating for the humane treatment of all animals.

E. Briefly describe the Grant Activity and public need being filled. *(400 character count limit)*

The Hawaiian Humane Society seeks funding to support a full-time shelter veterinarian at the Kosasa Family Campus (KFC), addressing critical animal welfare challenges for West Oahu. This role will provide lifesaving medical care, spay/neuter services, and vaccinations to reduce overpopulation and prevent disease. Serving economically disadvantaged citizens and seniors, it ensures healthier outcomes for pets and supports families in crisis.

F. Briefly summarize Grant Activity outcomes and measures of success, including number and description of those served. *(400 character count limit)*

The grant will fund a full-time shelter veterinarian at the KFC, enhancing medical care for thousands. Outcomes include increased spay/neuter surgeries to reduce overpopulation and timely medical treatment for animals and their owners in need. Success will be measured through decreased shelter overcrowding, reduced free-roaming populations, and better health outcomes for animals and underserved families.

G. Council District
Check all districts that will benefit from the Grant Activity. Provide the amount requested per district. Amounts must be in whole numbers only.

☐ District 1	☐ District 2	☐ District 3
$ 75,000	$	$

☐ District 4 $	☐ District 5 $	☐ District 6 $
☐ District 7 $	☐ District 8 $	☒ District 9 $75,000
Total Amount Requested (must be $25,000 to $150,000)	$150,000	

H. Type of Grant Activity (pick <u>ONE</u> category that best reflects the Grant Activity):		
1. Public Services: Projects in this category will support qualified public services and programs for the target populations deemed by the CITY to be most vulnerable.		
☐ A. Public Service – Seniors	☐ B. Public Service - Children	☐ C. Public Service - Disabilities
☐ D. Public Service – Homeless	☐ E. Public Service – Domestic Violence	☐ F. Public Service – Substance Abuse
☐ G. Public Service – Mental Health	☒ H. Public Service – Other (describe): Population combination of seniors, homeless, disabled, economically/socially disadvantaged.	
2. Arts, Culture, Community/Economic Development, and the Environment: Projects in this category will support the sustainable improvement in the well-being and quality of life of local communities, especially low- to moderate income areas.		
☐ A. Arts	☐ B. Culture	☐ C. Community Development
☐ D. Economic Development	☐ E. Environment	

GRANTEE'S CERTIFICATION AND SIGNATURE

The undersigned, subject to personal liability and penalty under applicable law, certifies that he or she: (i) is authorized to sign this Grant Proposal; (ii) personally prepared or reviewed the matters found in this Grant Proposal (including any related documents/attachments); (iii) asserts all statements made in this Grant Proposal (including all attachments) are true, accurate and complete; (iv) has the requisite skills and knowledge to assert the foregoing certification; and (v) has complied and shall continue to comply with all applicable requirements of Chapter 6, Article 29 of the Revised Ordinances of Honolulu 2021, as amended (Link), regarding private organizations receiving grants of public funds from the City and County of Honolulu.

H. Type of Grant Activity (pick ONE category that best reflects the Grant Activity):		
1. Public Services: Projects in this category will support qualified public services and programs for the target populations deemed by the CITY to be most vulnerable.		
☐ A. Public Service – Seniors	☐ B. Public Service - Children	☐ C. Public Service - Disabilities
☐ D. Public Service – Homeless	☐ E. Public Service – Domestic Violence	☐ F. Public Service – Substance Abuse
☐ G. Public Service – Mental Health	☒ H. Public Service – Other (describe): Population combination of seniors, homeless, disabled, economically/socially disadvantaged.	
2. Arts, Culture, Community/Economic Development, and the Environment: Projects in this category will support the sustainable improvement in the well-being and quality of life of local communities, especially low- to moderate income areas.		
☐ A. Arts	☐ B. Culture	☐ C. Community Development
☐ D. Economic Development	☐ E. Environment	

GRANTEE'S CERTIFICATION AND SIGNATURE

The undersigned, subject to personal liability and penalty under applicable law, certifies that he or she: (i) is authorized to sign this Grant Proposal; (ii) personally prepared or reviewed the matters found in this Grant Proposal (including any related documents/attachments); (iii) asserts all statements made in this Grant Proposal (including all attachments) are true, accurate and complete; (iv) has the requisite skills and knowledge to assert the foregoing certification; and (v) has complied and shall continue to comply with all applicable requirements of Chapter 6, Article 29 of the Revised Ordinances of Honolulu 2021, as amended (Link), regarding private organizations receiving grants of public funds from the City and County of Honolulu.

Signature of Grantee (Fiscal Sponsor) Officer

11/20/2024
Date

Printed Name and Title: Director of Finance

Michael Williams, Director of Finance

CERTIFICATE OF THE BOARD OF DIRECTORS NO OBLIGATIONS IN ARREARS

The undersigned of the Board ("Grantee") hereby certifies that the Grantee or any principal of the Grantee or sponsored organization (where the Grantee is a Fiscal Sponsor) is not in arrears on any financial or other obligation owed to the City & County of Honolulu, a municipal corporation of the State of Hawaii.

(Signature)

Gina Anonuevo
(Print name)

CERTIFICATE OF THE BOARD OF DIRECTORS AUTHORIZATION TO ASSIGN AUTHORITY

The undersigned of the Board ("Grantee") hereby certifies that Michael Williams (name), Hawaiian Humane Society Director of Finance (title), has been authorized by the Board of Directors to sign proposals, contracts, and related documents on behalf of the Grantee. Accordingly, I hereby assign the authority by the Board to execute proposals, contracts, and contract amendments on behalf of the Grantee, and further certify that the assigned is given the power and authority to do all things necessary to implement, maintain, amend, or renew such contracts, including but not limited to the delegation of signing authority to another employee of the Grantee.

(Signature)

Gina Anonuevo
(Print name)

STATE OF HAWAII)
CITY AND COUNTY OF HONOLULU)

On this 20th day of November, 2024, before me appeared Gina Anonuevo, personally known to me, who, being by me duly sworn, did say that he/she is the Board of Director of Hawaiian Humane Society and that the corporation has no corporate seal, and that said instrument was signed in behalf of said corporation by authority of its Board of Directors, and said _____ acknowledged said instrument to be the free act and deed of said corporation.

KIM CHOY
Notary Public, State of Hawaii

My Commission expires: 2-2-2028

KIM CHOY NOTARY PUBLIC No. 04-67 STATE OF HAWAII

Doc. Date: NOV 20 2024 # Pages 1
Name: KIM CHOY 1st Circuit
Doc. Description: Certificate of the Board of Directors Authorization to assign authority

Signature NOV 20 2024 Date

NOTARY CERTIFICATION

KIM CHOY NOTARY PUBLIC No. 04-67 STATE OF HAWAII

SECTION II
GRANT ACTIVITY INFORMATION

A. Describe how the community need, stated problem/issue, and target population are effectively validated. The description must include how the public services' target population is vulnerable or how the arts, culture, community/economic development, or environmental activities will especially support low- to moderate-income areas.

1. Provide substantive data and other qualifying information to demonstrate how the problem/issue impacts the target population and is a community priority that needs to be addressed. *(5,000 character count limit)*

The Hawaiian Humane Society (HHS) seeks funding to support the addition of a full-time shelter veterinarian at the Kosasa Family Campus, directly benefiting thousands of animals and their families. West Oahu, led by Kapolei and Ewa Beach, boasts the highest rate of pet ownership on the island, with two-thirds of households caring for animals. Yet, the region faces profound challenges: lower income, higher unemployment, and 32% of Oahu's homeless population—many with pets. Waianae poverty rate is 18.43%. According to the 2024 Point in Time Count, 20% of Oahu's unsheltered homeless have at least one animal. For many of these homeless individuals, pet ownership is the only stable relationship in their lives and offers emotional support and unconditional acceptance (Rhoades et al, 2015).

The addition of a shelter veterinarian will significantly enhance campus capacity to deliver lifesaving medical care, spay/neuter services, and disease prevention. This critical role addresses the needs of animals and underserved families across West Oahu, ensuring healthier outcomes for pets and stronger connections for the people who love them.

Hoku, a small terrier mix with a severe leg infection, was surrendered recently by a heartbroken owner unable to afford care. Thanks to the shelter veterinarian, Hoku received lifesaving treatment and found a new family who calls him their "missing piece." Hoku's story encompasses the essence of this grant: providing lifesaving care for shelter animals, supporting families in crisis, and fostering hope and healing for West Oahu's animals and communities. A shelter veterinarian is not just a healer—they are the center of our mission and transform lives every day.

The veterinarian will provide a second chance for these animals while reducing the emotional burden on families. Beyond treating animals, this role directly supports families facing poverty, housing insecurity, domestic violence, or mental health crises—situations often linked to pet relinquishment. HHS' 30-year dataset provides a look into the challenges faced by Oahu pet owners. Recent findings from the ninth wave of surveys (conducted by Ward Research), combined with 2024 focus groups and community research backed by PetSmart Charities, reveal systemic barriers to veterinary care and pet welfare. For example, 33% of surveyed pet owners reported struggling to afford veterinary care, and 42% said they had difficulty accessing services to maintain pet health. These challenges frequently force families to make heartbreaking decisions to surrender beloved pets.

This position, combined with partial funding for medical services—including owner-requested euthanasia/end of life care and spay/neuter programs for economically disadvantaged families—directly confronts urgent animal welfare challenges in our community. By delivering essential spay/neuter services and vaccinations, overpopulation and the spread of disease can be prevented, reducing the burden on shelters and communities. Additionally, on a larger scale, this role helps to address broader issues, such as free-roaming animal populations and disease outbreaks, which disproportionately affect low-income communities in West Oahu.

Free-roaming animals present another significant challenge. Our latest survey found that 56% of Oahu residents consider free-roaming dogs a significant concern, alongside ongoing calls for solutions to continue addressing the persistent challenges of managing free-roaming cats (FRC). These populations pose environmental risks, as well.

The shelter veterinarian will spearhead efforts to manage these populations through spay/neuter programs and vaccinations.

Hawaii faces unique challenges in recruiting veterinarians due to geographic distance and high cost of living, exacerbating the national shortage of vet professionals. This shortage has left shelters like HHS struggling to meet the demand for care. Without sufficient veterinary staff, medical treatment for incoming animals can be delayed, which can lead to prolonged suffering, increased disease transmission, and overcrowded kennels. A recent parvovirus outbreak at HHS underscored the urgent need for additional on-site veterinary expertise.

HHS can address these systemic challenges. With the addition of a shelter veterinarian, free-roaming animal populations can be reduced and the length of stay for shelter animals reduced, providing essential services to families in need.

B. Describe the proposed plan

1. Provide a description of the Grant Activity. This description will be used as the scope of services in the contract. Describe why you chose this Grant Activity and how it will effectively address the community's problem / need. *(3,000 character count limit)*

HHS seeks funding to add a full-time shelter veterinarian at the Kosasa Family Campus at Ho'opili, (KFC). Located in West Oahu—a region including Ewa Beach, Kapolei, and Waianae, with a population of 184,390, approximately 18% of Honolulu County—KFC addresses the region's pressing animal welfare and public health challenges.

From May 2023 to May 2024, KFC provided transformative services: rehoming over 2,300 animals, delivering compassionate care to more than 3,400 animals, and reuniting over 1,600 lost pets with their families. The addition of a shelter veterinarian will expand KFC's capacity to address community needs through a scope of delivering critical medical care, conducting high-volume spay/neuter surgeries, administering vaccinations, supporting end of life care and supporting shelter medical staff.

This role will directly benefit underserved West Oahu communities, many of which face financial barriers and limited access to veterinary care. This initiative directly addresses the interconnected crises of animal welfare and community health. West Oahu experiences significant socio-economic challenges, with many communities reporting lower incomes, higher unemployment, and a high percentage of families relying on public assistance. By offering accessible veterinary services, this grant aims to reduce emotional and financial burdens on these families while improving outcomes for their pets.

This grant activity was chosen because it addresses urgent challenges in our community relating to animal welfare in West Oahu. With our campuses overwhelmed—caring for 1,200 animals at one point, including 19 in crates due to lack of space—the need for expanded medical services is clear. A full-time shelter veterinarian will provide lifesaving care, reduce overpopulation, and improve outcomes for animals and underserved families, creating a more compassionate, sustainable future.

2. Provide measurable outcomes, describe how outcomes are aligned with the purposes and priorities of the Grants in Aid Fund, and describe how outcomes directly benefit the target population. *(3,000 character count limit)*

Public Services should begin with a statement of the number of individuals that the Grant Activity will directly benefit during the Grant Term.

Arts, Culture, Community/Economic Development or Environment should begin with a statement as to how the Grant Activity supports the sustainable improvement in the well-being and quality of life of local communities, especially low to moderate income areas.

The addition of a full-time shelter veterinarian at KFC will address critical animal care and public health needs while providing compassionate support for economically and socially disadvantaged families for over 5,000+. This initiative will track measurable outcomes and establish clear baselines to ensure progress is monitored and communicated effectively. The outcomes align directly with the Grants in Aid Fund's mission to serve vulnerable populations and improve community well-being.

Increased Access to Veterinary Care:

- Perform **high-volume spay/neuter surgeries** to prevent unintended litters. Baseline: Total number of surgeries performed annually before the new veterinarian's addition. Progress will be tracked monthly and evaluated against the target number of surgeries per year.
- Provide **comprehensive medical care for incoming shelter animals.** Baseline: Existing number of animals receiving veterinary examinations. Data will be monitored through our shelter software (PetPoint), aiming for a 10% increase in animals being examined.

Support for Vulnerable Populations:

- **Owner-Requested Euthanasia (End of Life Care):** Address **cases annually** for families in financial hardship. Baseline: Number of owner-requested euthanasia cases (end of life care) handled in prior year that received fee-waived care. Number of end-of-life care cases completed during grant year that received fee-waived care.

Baseline Establishment and Tracking Mechanisms

- **Data Collection:** Baseline data will be derived from shelter management systems (PetPoint and Clinic HQ). **Monthly Monitoring:** Data will be collected and analyzed monthly, with progress measured against baseline figures.

Communication of Progress

- **Quarterly Reports:** HHS will provide comprehensive reports to stakeholders, including updated data and success stories.
- **Community Updates:** Progress will be shared with the public through newsletters and social media to ensure transparency and build trust.
- **Impact Summaries:** At grant end, an impact report will detail how the shelter veterinarian's role has transformed outcomes for animals, families, and the community, highlighting key metrics, personal stories and measurable improvements.

3. Provide an action plan to achieve the stated measurable outcomes. If the Grant Activity involves a partnership, provide a description of each partner's role. Must include measurable milestones, specific events, or other performance measures appropriate to achieving the outcomes. *(3,000 character count limit)*

HHS serves as a lifeline for thousands of animals and families annually, with the Kosasa Family Campus acting as an important community hub in West Oahu. This region faces unique challenges, including poverty and significant barriers to veterinary care. Many residents struggle to provide basic care for their pets, making HHS's services vital.

To address these challenges, HHS proposes a comprehensive action plan to hire a full-time shelter veterinarian and expand medical care capacity. This initiative includes measurable milestones, strategic partnerships, and performance metrics to ensure impactful outcomes aligned with GIA priorities.

1. Hire and Onboard a Full-Time Shelter Veterinarian: Recruit and onboard within the first 60 days of funding.
Metrics: Secure a veterinarian skilled in high-volume, high-quality care.
Actions: Collaborate with Veterinary programs at universities across the country and national organizations to attract candidates, leveraging partnerships to fill this position.

2. Deliver Immediate Medical Care for Shelter Animals: Provide timely medical care for all incoming shelter animals.
Milestones:
- Conduct veterinary examinations.
- Administer vaccinations to prevent disease outbreaks.

Actions: Hire a veterinarian within 60 days of funding to begin action items.

3. Expand Spay/Neuter and Free-Roaming Animal Management: Reduce overpopulation and improve public health through sterilization programs.
Milestones:
- Provide affordable and/or fee-waived spay/neuter procedures at our community spay/neuter center on our Kosasa Family Campus.
- Track number of surgeries provided to the community.

Actions: Collaborate with local organizations to promote participation and measure progress through community surveys and intake data.

4. Address Public Health Risks and Support Vulnerable Families: Offer low-cost medical services and humane end of life care to underserved families.
Milestones:
- Track participation and impact through data collection.

Actions: Partner with local human service organizations to identify families in need.

5. Strengthen Partnerships and Community Engagement: Build additional collaborations with local and national organizations.
Actions:
- Continued work with Windward Community College to recruit veterinary support talent and mentor students.
- Continued relationships with national groups like PetSmart Charities for funding and expertise.
- Complete Humane Society of the United States mentorship opportunity in community cat management. (HSUS is an independent organization. HHS has no national affiliation to any group)

6. Monitor, Evaluate, and Report Progress: Establish a data-driven system to ensure accountability.
Metrics:
- Quarterly reviews of spay/neuter numbers, vaccination rates, kupuna adoptions and end of life care metrics.

- Publish annual impact reports detailing successes and lessons learned.

4. Provide a budget narrative that explains how the budget in Section III will achieve the desired outcomes. *(3,000 character count limit)*

The proposed budget strategically funds the addition of a full-time veterinarian at the Kosasa Family Campus in Ewa Beach, addressing critical challenges while supporting familie,s in need. By investing in this role, alongside essential resources and operational support, Hawaiian Humane aims to deliver transformative outcomes that align with the priorities of the Grants in Aid Fund.

The shelter veterinarian will play a pivotal role in this initiative, providing lifesaving medical care for shelter animals, performing high-volume spay/neuter surgeries, and administering lifesaving care. These efforts directly address overpopulation, prevent disease, and streamline shelter operations. By tackling medical issues, this position could ultimately alleviate overcrowding and help more animals find permanent homes.

A portion of the funding will support financially struggling families by providing end of life care. These situations are among the most heart-wrenching for pet owners, as they face the difficult reality of their beloved companion being in pain, suffering, experiencing trauma or nearing the end of their life. HHS provides crucial support in offering humane end-of-life care, easing both emotional and financial burdens.

Preventive measures form the foundation of this budget, with resources allocated to veterinary care that will include vaccinations and spay/neuter services. These efforts amplify impact and can reduce shelter intake, while mitigating risks associated with free-roaming animal populations.

Free-roaming animals remain a significant issue, with over half of Oahu residents identifying them as a public concern. By carrying out sterilization and vaccinations, HHS will reduce disease transmission, enhance public safety, and protect native wildlife.

To ensure transparency and measure success, HHS will track key metrics such as spay/neuter totals, vaccination numbers, and end of life care. Shelter management software monitors progress, with quarterly reports shared with stakeholders and the public to demonstrate impact.

This initiative transcends animal welfare, addressing public health, family stability, and community resilience. By tackling systemic challenges and supporting families and our community, this budget aligns with the City & County vision of creating healthier, safer neighborhoods.

5. Provide a timeline that is complete, realistic and appropriate to achieve the desired outcomes. This timeline should also be reflected in Section IV. *(3,000 character count limit)*

HHS will carefully track and record the number of vaccinations, owner-requested euthanasia cases, kupuna adoptions and spay/neuter surgeries performed at KFC throughout FY2026, spanning October 2025 September 2026 (or adjusted to meet grant reporting requirements). Quarterly reports will evaluate progress toward goals and objectives, aligning with HHS's strategic plan and commitment to community impact. Outcomes will be assessed against prior-year data to measure the effectiveness and demonstrate the transformative impact of funding.

The addition of a full-time shelter veterinarian will follow a strategic timeline to maximize both immediate and long-term benefits and all information from surgeries to owner-requested end of life support is recorded daily in a PetPoint database.

Phase 1: Recruitment and Onboarding (Months 1-2)
HHS will finalize recruitment, onboard the veterinarian, and prepare medical staff and resources to expand services.

Phase 2: Baseline Establishment and Program Launch (Months 2-3)
Comprehensive medical assessments for incoming animals will begin, along with high-volume spay/neuter protocols. Baseline data on key metrics will be collected to monitor program impact.

Phase 3: Full Implementation and Community Engagement (Months 4-6)
The shelter veterinarian will perform hundreds of spay/neuter surgeries and address urgent medical needs. Concurrently, HHS will enhance community engagement through outreach initiatives, increasing awareness of available services and promoting responsible pet ownership.

Phase 4: Expanded Services and Targeted Interventions (Months 7-9)
HHS will continue efforts around free-roaming animal management and end of life care support for economically disadvantaged families. Ongoing progress will be analyzed to ensure alignment with program objectives.

Phase 5: Evaluation and Refinement (Months 10-12)
At the end of the grant term, comprehensive program evaluations will inform refinements, ensuring sustained impact. Measurable improvements in shelter capacity, animal outcomes, and community well-being will highlight program success.

Monthly monitoring and quarterly reporting will provide transparency and accountability, reinforcing the program's commitment to creating lasting change for Oahu's animals and families. This approach ensures that every step is data-driven, community-focused, and aligned with the transformative mission of HHS.

C. Provide evidence of the agency's ability to perform the proposed grant activity through past performance, current capacity and/or plan to acquire the capacity to perform.

1. Provide data that demonstrates proven success in offering the same, similar, or related activities to achieve the proposed outcomes. *(3,000 character count limit)*

Through our most recent survey conducted by Ward Research 5 of 6 residents say they trust HHS to make decisions in the best interest of animals (86% agree). The recent opening of the Kosasa Family Campus (KFC) at Ho'opili marked a transformative milestone, allowing HHS to better serve the growing and underserved West Oahu region. Demonstrating its ability to manage large-scale projects thoughtfully and strategically, HHS successfully opened the new campus on time and on budget—underscoring its capacity to execute impactful initiatives with precision and care.

The Kosasa Family Campus represents HHS's commitment to addressing Oahu's most pressing animal welfare issues, including free-roaming cat (FRC) management, spay/neuter programs, and community education. Recent survey data reveals progress: more residents are feeding FRC, but the average number of cats per household has decreased significantly, indicating a shift from large colonies to smaller, more manageable groups. Additionally, an increasing number of residents report that the cats they feed are spayed or neutered, signaling tangible results from ongoing sterilization efforts.

Education and outreach have also improved awareness, as the percentage of residents uncertain about the sterilization status of FRC has dropped dramatically.

Despite these gains, challenges remain. Four in five residents still consider free-roaming cats a problem, with a growing number citing them as a "big problem." Concerns primarily focus on their impact on wildlife, nuisance issues, and the poor quality of life for the cats themselves. These findings highlight the critical need to expand spay/neuter programs and community education to further reduce overpopulation and alleviate the strain on Oahu's neighborhoods and environment.

HHS has a proven track record of addressing these issues through high-volume spay/neuter services, innovative FRC management initiatives like Trap-Neuter-Return (TNR), and lifesaving veterinary care. The addition of a full-time shelter veterinarian will further strengthen HHS's capacity to implement these programs effectively, ensuring healthier outcomes for animals and communities alike.
With a strong foundation of trust, a history of successful project execution, and the resources to scale impactful solutions, HHS is uniquely equipped to deliver transformative change. This grant activity will build on HHS's legacy, creating a healthier and more compassionate Oahu for both animals and people. Together, we can continue to make measurable progress and address the island's most urgent animal welfare challenges.

2. Describe the applicant's capacity to successfully achieve the proposed outcomes.
OR
Provide a plan to acquire the capacity to successfully achieve the proposed outcomes (including how the applicant has acquired similar capacity in the past).

Responses should include organizational knowledge, staffing, fiscal resources, facilities and other resources, stakeholders and relationships, and other relevant resources. *(3,000 character count limit)*

Oahu's leading animal welfare organization since 1883, HHS brings unmatched expertise, infrastructure, and a legacy of innovation to this effort. HHS's commitment to addressing animal welfare challenges is evident through its successful programs, robust community partnerships, and ability to scale impactful solutions, including its recent expansion with KFC which opened in May 2023 to serve the West Oahu community.

Spay/neuter programs at HHS have prevented thousands of litters, directly addressing root causes of overpopulation and reducing shelter intake. Free-roaming cat management initiatives, such as Trap-Neuter-Return (TNR), have stabilized populations while mitigating public health and environmental concerns. HHS's veterinary team delivers high-quality care, preparing shelter animals for adoption and significantly improving chances of finding loving homes. In FY24 alone, HHS conducted over 54,000 health exams and microchipped nearly 10,000 animals, demonstrating capacity to manage high volumes while maintaining compassionate and effective care.

KFC has quickly become a vital resource, combining innovative design with lifesaving services to address complex animal welfare needs. In its first year, the campus admitted over 3,400 animals, rehomed more than 2,300 pets, and reunited 1,600 lost animals with their families. These achievements reflect HHS's ability to adapt and provide critical services to underserved communities.

The organization's experienced leadership team and veterinary services staff are pivotal to this success. HHS employs compassionate professionals, including veterinarians, techs, animal care specialists, and dedicated volunteers, all committed to protecting and nurturing Oahu's most vulnerable animals.

HHS's robust team is supported by its diversified funding model, which includes signature events like the annual PetWalk and targeted campaigns that inspire generosity and mobilize critical resources.

Recognizing the national shortage of veterinary professionals, HHS is prioritizing the recruitment of a full-time shelter veterinarian through a comprehensive strategy, including competitive compensation packages that are both appealing and financially responsible, professional development opportunities, and a supportive, mission-driven work environment rooted in aloha. By fostering a collaborative and compassionate atmosphere, HHS is confident in securing top-tier talent committed to advancing its mission.

HHS has a long history of forging strong partnerships with local and national organizations. Collaborations with Windward Community College's veterinary technician program and other educational institutions have created pipelines for future talent. Partnerships with local nonprofits and businesses amplify HHS's impact and bolster community support.

KFC's cutting-edge design, prioritizing animal health and well-being, is equipped to manage increased demand for medical services, spay/neuter surgeries, and community education. HHS's proven ability to implement complex projects and expand operations underscores readiness to sustain this initiative.

D. Describe the applicant's sustainability and/or additional long-term benefit to the community

1. Provide a plan for sustaining and / or expanding activities beyond the applicable grant period. *(2,000 character count limit)*

HHS is committed to ensuring long-term sustainability and expansion of the proposed activities to create lasting benefits for Oahu's animals and communities. Building on its proven track record, HHS will leverage strategic planning, diversified funding, community engagement, and operational efficiency to maintain and grow its programs beyond the grant period.

Diverse funding streams power future success and include individual donations, corporate partnerships, grants, and fundraising events. A new campaign prioritizes building donor relationships while nurturing existing supporters. Targeted efforts to explore new grants from local, national, and international supporters are actively pursued to expand and sustain funding.

Collaborating with local businesses, schools, and government agencies helps Hawaiian Humane find new ways to advance its mission. These partnerships strengthen spay/neuter programs, vaccination efforts, and free-roaming animal management. Community involvement remains a priority, with expanded volunteer opportunities ensuring strong support for its work.

HHS implements data-driven strategies to maximize resource allocation and operational efficiency. By analyzing program performance and outcomes, HHS can identify opportunities for cost savings and improvements. Investments in technology, automation and streamlined workflows allow HHS to scale services without compromising quality.

Advocating for policies and initiatives that align with its mission, Hawaiian Humane champions increased funding for animal welfare and community education programs. Through public awareness campaigns on highly successful social media platforms and digital channels, HHS emphasizes the vital role spay/neuter and veterinary services play in enhancing community well-being while building broader support for initiatives.

KFC, with state-of-the-art facilities, provides a solid foundation for future growth. HHS will expand the use of this campus to accommodate increased program demand, further solidifying its role as a hub for animal welfare and community engagement.

2. Describe the applicant's capacity and resources to carry out the above plan (staffing, funding, etc.) beyond the grant period. *(2,000 character count limit)*

HHS possesses the capacity and resources to sustain and expand the proposed project far beyond the grant period. HHS's diversified funding model ensures financial stability and long-term sustainability. Signature initiatives like the annual PetWalk and targeted campaigns provide a reliable stream of resources to support operational and programmatic needs.

At the core of HHS's ability to execute its mission is a dedicated team of skilled professionals, including veterinarians, Registered Veterinary Technicians (RVTs), animal care specialists, and visionary leaders. These experts, combined with the thousands of hours contributed annually by passionate volunteers, form the backbone of HHS progression. Volunteers assist with fostering, animal care, and community outreach, strengthening the organization's capacity to address Oahu's critical animal welfare challenges.

Recent awards support future work in leadership and stress our commitment to workforce development. HHS was recently chosen as one of the recipients of the Petco Love RVT grant that supports the development of veterinary technicians and addresses the nonprofit veterinary workforce shortage. And the Humane Society of the United States' community cat mentorship program enhances HHS ability to manage free-roaming animals and engage with underserved communities. These partnerships demonstrate HHS's ability to leverage external resources to expand impact.

HHS's proven track record includes achieving ambitious goals and advanced data tracking through PetPoint ensuring that outcomes—such as spay/neuter surgeries, vaccinations, and medical interventions—are meticulously monitored, evaluated, and reported, enabling continuous improvement and transparency.

The addition of a full-time shelter veterinarian will enhance HHS's ability to deliver lifesaving medical care, address overpopulation, and support underserved families. Integrating this role into HHS's infrastructure ensures lasting impact and sustainable progress for West Oahu's animals and communities. With expertise and dedication, this funding will create a legacy of compassion and meaningful change for generations to come.

E. No CITY funds or assistance. The highest consideration will be given to applicants that do not receive other funding or any form of assistance from the CITY. While applicants that receive other funding or assistance from the CITY may apply for Grants in Aid funding, the extent of funding or assistance already received in relation to services provided must be considered prior to awarding Grants in Aid funds. A percentage of the sub-total criteria points will be awarded to Grantees based on the criteria below and the information about past funding / assistance from the CITY that follows.	
The applicant has received no award from the CITY within the last 3 years.	**10%**
The applicant has received 1-2 awards from the CITY within the last 3 years.	**7%**
The applicant has received 3-5 awards from the CITY within the last 3 years.	**5%**
The applicant has received between 6-9 awards from the CITY within the last 3 years.	**3%**
The applicant has received 10 or more awards from the CITY within the last 3 years.	**0%**

GRANTEE RECEIPT OF CITY GRANTS

Identify all CITY grants received by Grantee (or Fiscal Sponsor) in the last three (3) years. Information will be verified by the CITY.

1. Grant Activity Name & Contract #: CT-DCS-2300024
   Grant Period: 1/10/2022-9/30/2023 Grant Amount: $200,000
   Grant Purpose: West Oahu Campus Construction
   Grant Activity Status: ☐ Underway ☒ Completed ☐ Canceled
   Administrating Division: _____

2. Grant Activity Name & Contract #: Pet Kokua/CT-DCS-2200027
   Grant Period: 1/10/2024-4/30/2023 Grant Amount: $150,000
   Grant Purpose: Pet Kokua – District 9
   Grant Activity Status: ☐ Underway ☒ Completed ☐ Canceled
   Administrating Division: _____

3. Grant Activity Name & Contract #:
   Grant Period: Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

4. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled

E. Age Friendly Honolulu (Complete only if applying for the bonus points)
Consideration is to be given to applicants that incorporate the vision and goals of the Age-Friendly Honolulu Program (as codified in ROH Chapter 2, Article 22), including but not limited to (1) enabling residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active; and (2) removing barriers to inclusion for and providing support services to vulnerable residents and/or have physical limitations.

If awarded bonus points for being an Age-Friendly Honolulu project, the Grantee will be subject to additional reporting requirements, including but not limited to name, age, and physical location of seniors being served by the project.

To be eligible for the bonus points as an Age-Friendly Honolulu project an organization must demonstrate the proposal aligns with Age-Friendly Honolulu's priorities by completing the following TWO steps:

1) Go the following website https://www.hiphi.org/age-friendly-honolulu/ to access an Age-Friendly Honolulu training video. The video should be watched by at least one (1) person from the non-profit organization in a leadership position (Executive Director, Administrator, or equivalent). This video will define an "age-friendly city" and explain what types of projects align with the Age-Friendly Honolulu Vision.

2) Complete the section below by selecting which Age-Friendly Honolulu category best fits the activities of your organization and providing a brief description of how your proposal is an Age-Friendly Honolulu project.

☒ Enabling Residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active, particularly at the oldest ages

☒ Providing Kupuna with meaningful roles in the community, including mentors, volunteers, or through intergenerational programming

☒ Removing barriers to support community inclusion and accessibility for persons of all abilities.

3) How is your proposal an Age-Friendly Honolulu Project and explain how your organization can meet the additional reporting requirements if awarded? *(2,000 character count limit)*

Our Seniors for Seniors program transforms the lives of Oahu's seniors and senior pets, tackling isolation and overpopulation in Ewa Beach, where 15% of residents are kūpuna. With an average of 19 senior dogs in care daily, many overlooked for adoption, the program pairs these pets with kūpuna, offering companionship and improved well-being for both.

Research highlights the profound benefits of pet ownership for seniors, including reduced loneliness, lower stress, and better health. The program waives adoption fees and provides pre-adoption medical care, making it affordable for kūpuna while giving pets a second chance.

Through targeted outreach in local media, senior organizations, and community hubs, HHS engages kūpuna to double senior pet adoptions. Volunteer opportunities will also encourage participation from those unable to adopt.

HHS will track success through adoption numbers and powerful stories like Amy's grandmother, whose adopted dog, Xenia, transformed her dementia care by providing companionship and a renewed

sense of safety. HPD was constantly needing to be called to help find her grandmother, but once Xenia came along all issues stopped.

This program embodies aloha, creating a stronger, healthier community where no kūpuna or pet is left behind.

APPENDIX A: TIER II GRANT PROPOSAL (Grants $25,000 to $150,000)
SOLICITATION NO. RGP-DCS-GIA2026

Instructions: The proposal below must be completed in full. Responses must be provided in the fillable boxes provided. Where annotated, the fillable boxes have predetermined maximum limits on character counts. Letters, numbers, punctuation marks, and spaces are included in the character count limits.

SECTION I
SUMMARY

A. Grantee Legal Name:	Hawaiian Islands Land Trust
B. Is Grantee a Fiscal Sponsor?	☐ Yes ☒ No
C. Grant Activity Name:	Growing Kaiaulu at Maunawila Heiau Complex

D. Briefly describe the Grantee's background, history (including year established), and mission. *(400 character count limit)*

We steward and protect the lands that sustain Hawaii and perpetuate Hawaiian values by connecting people to aina. Since 2011 we've protected over 22,000 acres of land across the state. We protect lands that are integral to Hawaii's wellbeing and provide our community with meaningful connection to land. We steward 8 community preserves and hold 52 conservation easements restricting private land.

E. Briefly describe the Grant Activity and public need being filled. *(400 character count limit)*

This project advances the cultural and ecological restoration of Maunawila Heiau Complex and will enhance education programs and community access. The 9-acre public preserve includes a heiau, burial sites, and archaeological sites and is a gathering place for families, students & cultural practitioners. Maunawila provides a meaningful connection to place and identity for the Koolauloa community.

F. Briefly summarize Grant Activity outcomes and measures of success, including number and description of those served. *(400 character count limit)*

HILT will provide aina-based educational opportunities serving 4 schools in the Koolauloa district for students in grades pre-k thru post-secondary; provide summer internships to 13 low-income teens from Hauula; build a community mala maeai kanu; and maintain the 9-acre Maunawila parcel providing safe public access to trails and hale structures.

G. Council District
Check all districts that will benefit from the Grant Activity. Provide the amount requested per district. Amounts must be in whole numbers only.

☐ District 1 $	☒ District 2 $	☐ District 3 $
☐ District 4 $	☐ District 5 $	☐ District 6 $
☐ District 7 $	☐ District 8 $	☐ District 9 $
Total Amount Requested (must be $25,000 to $150,000)	$150,000	

H. Type of Grant Activity (pick ONE category that best reflects the Grant Activity):		
1. Public Services: Projects in this category will support qualified public services and programs for the target populations deemed by the CITY to be most vulnerable.		
☐ A. Public Service – Seniors	☐ B. Public Service - Children	☐ C. Public Service - Disabilities
☐ D. Public Service – Homeless	☐ E. Public Service – Domestic Violence	☐ F. Public Service – Substance Abuse
☐ G. Public Service – Mental Health	☐ H. Public Service – Other (describe):	
2. Arts, Culture, Community/Economic Development, and the Environment: Projects in this category will support the sustainable improvement in the well-being and quality of life of local communities, especially low- to moderate income areas.		
☐ A. Arts	☐ B. Culture	☐ C. Community Development
☐ D. Economic Development	☒ E. Environment	

GRANTEE'S CERTIFICATION AND SIGNATURE

The undersigned, subject to personal liability and penalty under applicable law, certifies that he or she: (i) is authorized to sign this Grant Proposal; (ii) personally prepared or reviewed the matters found in this Grant Proposal (including any related documents/attachments); (iii) asserts all statements made in this Grant Proposal (including all attachments) are true, accurate and complete; (iv) has the requisite skills and knowledge to assert the foregoing certification; and (v) has complied and shall continue to comply with all applicable requirements of Chapter 6, Article 29 of the Revised Ordinances of Honolulu 2021, as amended (Link), regarding private organizations receiving grants of public funds from the City and County of Honolulu.

Angela M. Britt — 11/21/2024

Signature of Grantee (Fiscal Sponsor) Officer — Date

Printed Name and Title:

CERTIFICATE OF THE BOARD OF DIRECTORS NO OBLIGATIONS IN ARREARS

The undersigned of the Board ("Grantee") hereby certifies that the Grantee or any principal of the Grantee or sponsored organization (where the Grantee is a Fiscal Sponsor) is not in arrears on any financial or other obligation owed to the City & County of Honolulu, a municipal corporation of the State of Hawaii.

(Signature)

Keith Ogata

(Print name)

CERTIFICATE OF THE BOARD OF DIRECTORS AUTHORIZATION TO ASSIGN AUTHORITY

The undersigned of the Board ("Grantee") hereby certifies that Angela M. Britton (name), Chief Operations Officer (title), has been authorized by the Board of Directors to sign proposals, contracts, and related documents on behalf of the Grantee. Accordingly, I hereby assign the authority by the Board to execute proposals, contracts, and contract amendments on behalf of the Grantee, and further certify that the assigned is given the power and authority to do all things necessary to implement, maintain, amend, or renew such contracts, including but not limited to the delegation of signing authority to another employee of the Grantee.

(Signature)

Keith Ogata

(Print name)

STATE OF HAWAII)
CITY AND COUNTY OF HONOLULU)

On this 22 day of November, 2024, before me appeared Keith Ogata, personally known to me, who, being by me duly sworn, did say that he/she is the Treasurer of Hawaiian Islands Land Trust and that the corporation has no corporate seal, and that said instrument was signed in behalf of said corporation by authority of its Board of Directors, and said he acknowledged said instrument to be the free act and deed of said corporation.

JODY A. WONG NOTARY PUBLIC Comm. No. 04-529 STATE OF HAWAII

Notary Public, State of Hawaii

Jody A. Wong
Notary Public, State of Hawaii
My Commission Expires:
September 19, 2028

My Commission expires:

Doc. Date: 11/22/2024 # Pages 4
Name: Jody A. Wong, 1st Circuit
Doc. Description: FY26 grants in Aid Appendix A Tier II Grant Proposal

Signature 11/22/2024 Date

NOTARY CERTIFICATION

JODY A. WONG NOTARY PUBLIC Comm. No. 04-529 STATE OF HAWAII

SECTION II
GRANT ACTIVITY INFORMATION

A. Describe how the community need, stated problem/issue, and target population are effectively validated. The description must include how the public services' target population is vulnerable or how the arts, culture, community/economic development, or environmental activities will especially support low- to moderate-income areas.

1. Provide substantive data and other qualifying information to demonstrate how the problem/issue impacts the target population and is a community priority that needs to be addressed. *(5,000 character count limit)*

There are only 8 protected ancient heiau available to the public on Oahu. These sites provide meaningful archeological and historical information about Hawaiian cultural practices. Ralph S. Kuykendall, professor of history at the University of Hawaii at Manoa estimated the number of Heiau on Oahu at "several hundred, possibly thousands" prior to western contact and stated the loss of these heiau (and the knowledge and practices that were associated with them) as a significant contributor to the decline of the Hawaiian people. Maunawila heiau is acknowledged as being one of the last remaining relatively intact heiau in the Koolauloa region, making it an important wahi pana for Native Hawaiian cultural historians and practitioners.

District 2, or Koolauloa, is recognized as one of the poorest areas in the county of Honolulu. The per capita annual household income in Hauula is $27,981 and the median annual household income is $90,148, below the $104,800/annually that is considered low-income for a family of four in Honolulu. More specifically, Hauula, Laie, Hauula, and Kahuku are among the 25 poorest zip codes (ranked 7, 16 & 22 respectively) in the State (Source: US Bureau of Economics and Depart of HUD). In 2023, the unemployment rate was 2.6%, just under that of the rest of the state (Source: US Census Bureau's American Community Survey).

Koolauloa has a predominantly Native Hawaiian and Pacific Islander population. Race is often tied to poverty, and Koolauloa is no exception. As Koolauloa is primarily a rural area, access to aina-based education, after-school programs, and adult community enrichment programs is extremely limited and often far from Koolauloa neighborhoods, making attendance in these programs unlikely for the more than 15,000 public school students and 27,000 kupuna in the area.

Education is a recognized way out of poverty, as recognized by the Intercultural Development Research Association, and the Global Partnership for Education. For Hawaii students, in particular Native Hawaiian and Pacific Islander students, aina-based education and cultural connection through elders has proven particularly successful, as chronicled by the Hawaii Institute of Knowledge and Innovation. We seek to directly provide aina-based education and cultural connection by working with the DOE system and bringing Koolauloa students to Maunawila heiau to engage in active learning and land stewardship work alongside knowledgeable kupuna. This learning includes summer internships which offer a deeper understanding of Maunawila's historic and cultural significance and provide a possible natural and cultural resource management career pathway to 13 area teens. Jobs in natural and cultural resource management in Hawaii have often been filled by out-of-state hires as there are few interested and qualified young workers locally. Our efforts directly change that trajectory by uplifting through education and expanding career horizons of a new generation in Koolauloa.

The Koolauloa community's needs stem from a long and complicated history of widespread

removal and disconnection from land, The World Resources Institute has found that, for indigenous peoples, connection to place and culture are vital to their health and wellbeing. When a community loses its connection to tradition, health outcomes are lower, joblessness is higher, and rates of alcohol, drug abuse, violence, and suicide are higher.

A study of First Nations peoples in Canada by the BioMedical Centers found that a connection to the land is an imperative determinant of indigenous people's health. The study identified the importance of a relationship to land including practicing cultural skills, elders passing on traditional knowledge, and surviving off the land. The study framed future health research to include roles for youth and an on-the-land component that builds indigenous culture, community relations, and traditional knowledge transfer. The conclusion of their research was that a symbiotic relationship between land, environment, and people is fundamental to building a healthy community.

According to the American Medical Association, the communities in which low-income people live also have higher levels of violence, discrimination, and material deprivation—including the lack of housing, heat, water, and electricity. These communities have more environmental pollutants, under resourced schools, and higher rates of unemployment and incarceration.

When focusing on children specifically, the National Center for Biotechnological Information points out that poverty reduces a child's readiness for school because it leads to poor physical health and motor skills, diminishes a child's ability to concentrate and remember information, and reduces attentiveness, curiosity and motivation

B. Describe the proposed plan

1. Provide a description of the Grant Activity. This description will be used as the scope of services in the contract. Describe why you chose this Grant Activity and how it will effectively address the community's problem / need. *(3,000 character count limit)*

The Maunawila Complex Educational & Cultural Stewardship Program will include the following activities:

1. Aina-Based Education and cultural connection.
   - HILT will serve four Oahu schools with learning opportunities ranging from science and technology to archeology and culture.
   - HILT will provide 13 paid summer internships for low-income youth from Koolauloa, providing them with valuable life and job skills.
   - HILT will provide 4 cultural knowledge sharing workshops to 20-60 participants throughout the year.
2. Volunteer Days. HILT will provide a series of 10 learning and stewardship opportunities which provide a critical connection to aina and culture.
3. Stewardship. HILT worked with the community to develop an ecological and cultural stewardship program that will include maintenance of the 9-acre parcel to ensure continued safe access, preparation of the land for the maintenance of two traditional hale and a series of mala meaai kanu and mala laau lapaau - or community food gardens.

HILT became the stewards of the 9-acre Maunawila Heiau Complex in 2014. Since then, Maunawila has become a source of unification and pride for the Koolauloa community. Maunawila serves as a piko for the Koolauloa region, and a place of cultural learning and environmental education for all Hawaii families, students, cultural practitioners, and visitors – a place where all can participate in HILT's aina malama activities that teach cultural and ecological stewardship, Hawaiian history and moolelo, and Hawaiian cultural practices

including olelo, oli, laau lapaau, and kilo.

We have seen the benefits of our work at Maunawila in a variety of ways. The children and adults who have participated in programs there have shared stories of renewed cultural and community connection, feelings of profound gratitude for that connection, and anticipation for deepening that connection.

We have come full circle with many of the students who have participated in our aina-based education programs. Specifically, one is now a navigator with Hokulea, another is teaching 6th grade at Hauula Elementary School, and another is pursuing a medical degree. All participants have shared that the skills they learned through the program provided them with confidence to pursue higher education, preparing them for careers in science and conservation.

In addition to the above, the stories these children shared in regard to a newly gained sense of appreciation for, and connection to, their community and culture, and their wishes to learn and do more, provide the validation that the programs we offer at Maunawila make an impactful and positive difference in their lives.

The opportunity to expand our reach to families in the Koolauloa area providing the community an opportunity to come together to learn and share from each other generational knowledge that benefits their families and community will be another source of pride for Hauula.

2. Provide measurable outcomes, describe how outcomes are aligned with the purposes and priorities of the Grants in Aid Fund, and describe how outcomes directly benefit the target population. *(3,000 character count limit)*

Public Services should begin with a statement of the number of individuals that the Grant Activity will directly benefit during the Grant Term.

Arts, Culture, Community/Economic Development or Environment should begin with a statement as to how the Grant Activity supports the sustainable improvement in the well-being and quality of life of local communities, especially low to moderate income areas.

In the sections above we have demonstrated that cultural and community connection, access to education, and, specifically, for indigenous peoples, programs that provide direct on-the-land experiences, improves the wellbeing and quality of life for communities, especially those that are dispossessed of cultural lands and those on the lower end of the economic scale. HILT's Maunawila Complex Educational & Cultural Stewardship Program is a vital source of cultural connection, an educational resource, and a place where Koolauloa youth are able to thrive, potentially breaking the cycle of poverty for their families.

The program aims to foster greater connection to community and culture for the people of Hawaii. The program will achieve this by ensuring access and enjoyment of the 9-acre Maunawila Heiau complex is maintained, trimming trees, clearing brush from streams that can flood neighboring properties, providing semi-monthly Volunteer Days.

The program will also provide a variety of educational opportunities for students in grades pre-K thru post-secondary via school visits by four area schools. Students who visit Maunawila are given an educational tour that provides cultural, historical, and archeological background for the area. The children then learn how to properly care for sensitive areas,

teaching them basics of conservation and stewardship. They also learn about native Hawaiian traditional practices and laau lapaau and participate in other traditions such as oli, mele, hula, and kilo. The students then participate in a stewardship activity, giving back to the land.

Through HILT's Maunawila Opio Summer Intern program, 13 low-income youths will gain viable economic opportunities, job skills, and career knowledge. In addition, these teens will gain a deeper understanding of Maunawila Heiau, as well as other cultural sites across the state and the importance of caring for and protecting these places.

Through the Ohana Ike program, HILT will connect Koolauloa families with generational knowledge keepers in a series of 4 workshops focused on aspects of laau lapaau (medicinal plants and nature-based remedies).

Through these stewardship and learning activities, students, families, and kupuna will gain knowledge, skills, and a sense of pride, not only of place, but of self and culture, leading to better community and individual well-being.

3. Provide an action plan to achieve the stated measurable outcomes. If the Grant Activity involves a partnership, provide a description of each partner's role. Must include measurable milestones, specific events, or other performance measures appropriate to achieving the outcomes. *(3,000 character count limit)*

This program is a continuation and expansion of an established and successful program. HILT intends to invest the funding from the city to bolster the program, providing a stable foundation by which we can move forward with confidence.

HILT formalized our aina-based education and stewardship programs in 2019 and have continuously met or exceeded our stated goals. In 2023 HILT engaged 5,184 students in aina-based educational activities at four community preserves on Kauai, Maui, and Oahu. As of October 31, 2024, Maunawila Heiau Complex hosted 1,356 student visits from area schools.

A good portion of our program relies on HILT's Maunawila Aina Educator. Kealaulaokamamo "Mamo" Leota is a cultural descendant of Hauula. The students, families, and kupuna know her and trust her. She has been working in aina work for many years and, in partnership with the Hauula Community Association and the Koolauloa Hawaiian Civic Club, has learned the community's needs and has tailored programming to serve the wishes and needs of the community. In 2021, Mamo signed an MOU with Hauula Elementary School, making Maunawila the school's satellite campus. She also has close relationships with faculty and staff at Kahuku High School, Brigham Young University Hawaii, and Windward Community College. She will expand her educational partnerships to include at least one more area school.

The program is further enhanced with the addition of Olivia Wallace, HILT's Maunawila Education Coordinator. Olivia is also a cultural descendant of Hauula.

Denby Freeland is HILT's Director of Aina Education, she provides oversight for the education program as well as resources and guidance. Denby has more than 30 years of experience developing aina-based lesson plans for DOE schools.

4. Provide a budget narrative that explains how the budget in Section III will achieve the

desired outcomes. *(3,000 character count limit)*

We are respectfully requesting $150,000 from the City & County of Honolulu. The heart of our program is our people, therefore the majority - $114,757 - of the budget we are requesting from the City & County is for salaries, fringe and benefits. This will provide 30 hours a week of Mamo Leota's time, 20 hours a week for 2 other direct staff. We have budgeted $27,500 to pay the Opio after the completion of their program. Each student is paid on a sliding scale based on experience and commitment to the program. $1,200 is budgeted to provide stipends to the cultural practitioners who participate as educators in the Ohana Ike program at $300 per workshop for 2-3 hours of their time. $5,400 is budgeted to provide food and supplies for each of the 4 workshops. These workshops will take place in the afternoon to evening, taking people away from home during the time of day they would normally prepare evening meals. We intend to provide food to make it easier for families to participate. Finally, $1,143 is identified to supplement HILT's $35,000 annual office rent. We estimate spending $45 per person per workshop on food and supplies. HILT will raise $135,367 to complete the program need from public and private sources and in-kind labor.

5. Provide a timeline that is complete, realistic and appropriate to achieve the desired outcomes. This timeline should also be reflected in Section IV. *(3,000 character count limit)*

This is an ongoing program, for which Honolulu City and County GIA funding would pick up in October 2025. We will have completed our 8th Maunawila Opio summer intern program and be entering our 12th year of providing aina-based educational opportunities to the community. Stewardship and maintenance of the property have been ongoing since 2014. We will have finished building a 10x20' and a 20x40' traditional hale, that will provide learning spaces for keiki as well as community gathering space for perpetuating traditional knowledge and practice; installing a water meter and irrigation system, ensuring our mala meaai kanu thrive, and our students have drinking water and can wash their hands; building a 40x40 pa, or raised seating area for community gathering; and installing a 40x40 gravel parking area that keeps cars off the road so we can continue to be good neighbors..

Before the contract begins, HILT will conduct community outreach to identify the practitioners who will provide the learning opportunities, execute marketing and communications, and collect registrations for the Ohana Ike program which will launch in October 2025 and run quarterly throughout the next 12 months.

October 2025
Outreach to area schools
Monthly volunteer days scheduled
Aina-based Education visits
Inaugural Ohana Ike Workshop

October 2025 thru September 2026: Semi-Monthly Volunteer Days

November 2025
Volunteer Day
Aina-based Education visits

January 2026
Ohana Ike Workshop
Draft RFP for Opio program

January thru May 2026: Monthly Aina-based Education visits

April 2026
Ohana Ike Workshop

May thru July 2026
Monthly Talk Story on the Land events

June 2026
Opio Summer Intern Program start

July 2026
Ohana Ike Workshop

September 2026
Aina-based Education visits

By the fall of 2026, HILT will have conducted 4 Ohana Ike workshops, provided 13 paid internships for area youth, and will have provided aina-based educational opportunities for students from four area schools. We have every confidence that the project will be completed within the timeframe.

C. Provide evidence of the agency's ability to perform the proposed grant activity through past performance, current capacity and/or plan to acquire the capacity to perform.

1. Provide data that demonstrates proven success in offering the same, similar, or related activities to achieve the proposed outcomes. *(3,000 character count limit)*

HILT became owners and stewards of the 9-acre Maunawila Heiau Complex in 2014. Since then, Maunawila has become a source of unification and pride for the Koolauloa community. Maunawila serves as a piko for the Koolauloa region, and a place of cultural learning and environmental education for all Hawaii families, students, cultural practitioners, and visitors – a place where all can participate in HILT's aina malama activities that teach cultural and ecological stewardship, Hawaiian history and moolelo, and Hawaiian cultural practices including olelo, oli, laau lapaau, and kilo.

Recent significant improvements to the Complex include the construction of two traditional hale that will provide safe and dry gathering spaces for keiki and community members and provided rich learning opportunities for the opio and their families, the installation of an ungulate proof fence, a pathway to help kupuna more easily access the hale, and a GPR report that mapped the extent of the heiau. The most impressive improvements have been reconnecting Hauula's youth with Maunawila and their kupuna. Job and enrichment opportunities for children and teens in the area are limited.

In the summer of 2019, we expanded our outreach efforts to create the Maunawila Opio program, providing paid internships for low-income teens from Hauula. Maunawila is a safe place where our youth can go to learn how to protect the lands that sustain us and build valuable life skills. The students who participated in the Opio program gained important job skills, learned about science and conservation careers, and contributed to their families' household budgets. In summer 2025 HILT will expand our Opio program to include learning opportunities at four area aina-based nonprofits. Opio will visit each partner site once a week throughout the 5-week program to learn about other areas of aina stewardship and

perspectives in land management. The partner nonprofits will gain the benefit of a knowledgeable and reliable workforce during the program period.

2. Describe the applicant's capacity to successfully achieve the proposed outcomes.
OR
Provide a plan to acquire the capacity to successfully achieve the proposed outcomes (including how the applicant has acquired similar capacity in the past).

Responses should include organizational knowledge, staffing, fiscal resources, facilities and other resources, stakeholders and relationships, and other relevant resources. *(3,000 character count limit)*

Established in 2011 with the merger of 4 separate land trusts, HILT is a nationally accredited land trust working statewide toward our mission is to protect and steward the lands that sustain Hawaii and promote Hawaiian values by connecting people to aina. We've protected over 22,000 acres of land throughout Hawaii. We own and are the primary caretakers for 8 preserves and hold 52 conservation easements restricting development on privately-owned lands. HILT has a demonstrated history of thoughtful and proactive land stewardship.

When we gained ownership of Maunawila Heiau Complex in 2014, we created meaningful relationships with important members of the community and created a steering committee that includes the Hauula Community Association and the Koolauloa Hawaiian Civic Club. In addition to these community partners, the McGregor ohana, the lineal descendants and previous owners and stewards of the land, are also closely involved in the planning and programming at Maunawila. We have worked in partnership with the community to identify the community's needs and provide programming that meets those needs.

HILT is made up of 14 full-time and 6 part time staff members located on Hawaii Island, Kauai, Oahu and Maui. Our staff have a combined 52 years of experience working for HILT and over 150 years of combined experience working for the protection of aina and the perpetuation of culture. Our CEO and Chief of Operations and Philanthropy are located on Oahu our Director of Aina Education is located on Maui. Four other staff make up the rest of our Oahu-based team, including our Maunawila Aina Educator, Mamo Leota.

HILT is fully capable of executing the Maunawila Heiau Complex Educational and Cultural Stewardship Program. Our staff are knowledgeable and dedicated. Financially, HILT is on solid ground, having ended the last few years with net positives and having built up a respectable operational reserve.

D. Describe the applicant's sustainability and/or additional long-term benefit to the community

1. Provide a plan for sustaining and / or expanding activities beyond the applicable grant period. *(2,000 character count limit)*

As of the writing of this grant, HILT is working to hire another part-time steward educator to support the growth of the program at Maunawila. This will allow us to bring in more school groups and provide broader educational experiences for aina-based education, and Volunteer Days. This will require additional funding for which we've identified sources.

Bearing in mind the sensitivity of the site and the surrounding community, we do intend for Maunawila to maintain somewhat of a lower profile and be a resource for primarily the

Koolauloa community rather than the entire state and visitors. This means that we will only grow the program to the point that three staff members can be onsite curating all visitor's experiences and ensuring the heiau can maintain its archeological integrity.

HILT has a corps of dedicated individual donors who support HILT's programs statewide. We have also worked to identify State, Federal, or private grant opportunities to support the programming at Maunawila Heiau Complex.

2. Describe the applicant's capacity and resources to carry out the above plan (staffing, funding, etc.) beyond the grant period. *(2,000 character count limit)*

HILT protects land in perpetuity. Each project we accept comes with the understanding that the organization must be able to provide for its kuleana to that project forever. HILT has built a substantial operating reserve and has made progress toward building an endowment that will provide for the long-term stewardship of the properties we've protected. We have begun the planning process to potentially launch a campaign in 2026 to grow the endowment, leaving us far better suited to fulfill on our promise of forever.

For the immediate time-being, HILT has a strong foundation of dedicated donors and is growing our ohana annually. We have identified a variety of outreach activities that will give HILT a higher profile on Oahu and have a strong communications plan. We are confident that as people learn about HILT and our work, they will support that work.

Additionally, we have identified several funding opportunities through private foundations, and we intend to continue to pursue City, State, and Federal funds.

E. No CITY funds or assistance.
The highest consideration will be given to applicants that do not receive other funding or any form of assistance from the CITY. While applicants that receive other funding or assistance from the CITY may apply for Grants in Aid funding, the extent of funding or assistance already received in relation to services provided must be considered prior to awarding Grants in Aid funds.

A percentage of the sub-total criteria points will be awarded to Grantees based on the criteria below and the information about past funding / assistance from the CITY that follows.

The applicant has received no award from the CITY within the last 3 years.	**10%**
The applicant has received 1-2 awards from the CITY within the last 3 years.	**7%**
The applicant has received 3-5 awards from the CITY within the last 3 years.	**5%**
The applicant has received between 6-9 awards from the CITY within the last 3 years.	**3%**
The applicant has received 10 or more awards from the CITY within the last 3 years.	**0%**

GRANTEE RECEIPT OF CITY GRANTS

Identify all CITY grants received by Grantee (or Fiscal Sponsor) in the last three (3) years. Information will be verified by the CITY.

1. Grant Activity Name & Contract #: CT-DCS-2500025
   Grant Period: 11/2024 thru 10/2025 Grant Amount: $150,000
   Grant Purpose: Maunawila Heiau Complex Educational & Cultural Stewardship – Developing Na Kiai Aina of Tomorrow
   Grant Activity Status: ☒ Underway ☐ Completed ☐ Canceled
   Administrating Division: Department of Community Service

2. Grant Activity Name & Contract #: CT-DCS-2300026
   Grant Period: 10/2022 thru 09/2023 Grant Amount: $199,999
   Grant Purpose: Maunawila Heiau Complex Educational & Cultural Stewardship Program - Expanding Community Involvement
   Grant Activity Status: ☐ Underway ☒ Completed ☐ Canceled
   Administrating Division: Department of Community Service

3. Grant Activity Name & Contract #:
   Grant Period: Grant Amount:
   Grant Purpose:
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division:

4. Grant Activity Name & Contract #: _____

E. Age Friendly Honolulu (Complete only if applying for the bonus points)
Consideration is to be given to applicants that incorporate the vision and goals of the Age-Friendly Honolulu Program (as codified in ROH Chapter 2, Article 22), including but not limited to (1) enabling residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active; and (2) removing barriers to inclusion for and providing support services to vulnerable residents and/or have physical limitations.

If awarded bonus points for being an Age-Friendly Honolulu project, the Grantee will be subject to additional reporting requirements, including but not limited to name, age, and physical location of seniors being served by the project.

To be eligible for the bonus points as an Age-Friendly Honolulu project an organization must demonstrate the proposal aligns with Age-Friendly Honolulu's priorities by completing the following TWO steps:

1) Go the following website https://www.hiphi.org/age-friendly-honolulu/ to access an Age-Friendly Honolulu training video. The video should be watched by at least one (1) person from the non-profit organization in a leadership position (Executive Director, Administrator, or equivalent). This video will define an "age-friendly city" and explain what types of projects align with the Age-Friendly Honolulu Vision.

2) Complete the section below by selecting which Age-Friendly Honolulu category best fits the activities of your organization and providing a brief description of how your proposal is an Age-Friendly Honolulu project.

☐ Enabling Residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active, particularly at the oldest ages

☒ Providing Kupuna with meaningful roles in the community, including mentors, volunteers, or through intergenerational programming

☐ Removing barriers to support community inclusion and accessibility for persons of all abilities.

3) How is your proposal an Age-Friendly Honolulu Project and explain how your organization can meet the additional reporting requirements if awarded? *(2,000 character count limit)*

A key aspect of our work at Maunawila Heiau is community involvement. With the guidance of our partners and the community, we developed a variety of educational programming for students, connecting them to knowledgeable kupuna who can pass traditional and cultural knowledge to the next generation.

Over the years, we have worked to develop access roads and pathways to help kupuna access the heiau complex. In 2022 and 2023 HILT built two traditional hales, training the community in the practice of traditional hale building. These spaces are accessible to kupuna who enhance our programs by providing learning resources to our educators and to keiki.

This grant proposal specifically supports the launch of the Ohana Ike program which aims to engage generational knowledge keepers in meaningful opportunities by which they can share their knowledge with other members of their community. These knowledge keepers are often kupuna.

APPENDIX A: TIER II GRANT PROPOSAL (Grants $25,000 to $150,000)
SOLICITATION NO. RGP-DCS-GIA2026

Instructions: The proposal below must be completed in full. Responses must be provided in the fillable boxes provided. Where annotated, the fillable boxes have predetermined maximum limits on character counts. Letters, numbers, punctuation marks, and spaces are included in the character count limits.

SECTION I
SUMMARY

A. Grantee Legal Name:	Hawaiian Lending and Investments
B. Is Grantee a Fiscal Sponsor?	☐ Yes ☒ No
C. Grant Activity Name:	Clean Energy Capital Deployment Project

D. Briefly describe the Grantee's background, history (including year established), and mission. *(400 character count limit)*

Hawaiian Lending and Investments (HLI) is a 501c3 nonprofit certified CDFI founded in 2020, for the purpose of increasing access to financial resources through loans, grants, and financial education, specifically for families or businesses in Hawai'i.

E. Briefly describe the Grant Activity and public need being filled. *(400 character count limit)*

The Clean Energy Capital Deployment Program (CE-CAP) builds capability at HLI, to deploy a $5 million allocation made available to HLI by the Clean Communities Investment Accelerator (CCIA) at EPA. Access to capital is a Community Development initiative, increasing disposable incomes of low income households through solar home systems, electric vehicles, while addressing current climate crisis.

F. Briefly summarize Grant Activity outcomes and measures of success, including number and description of those served. *(400 character count limit)*

By the end of a 12-month project period, HLI will have the capability and capacity in staffing and training to deploy $1 million of its $5 million allocation in CCIA loan capital to low income applicants, promoting clean energy and energy efficiency strategies, through the provision of financial assistance services on the island of O'ahu. Measures of CE-CAP success are: Two staff trained; CCIA loan product integration; and 20 people served.

G. Council District
Check all districts that will benefit from the Grant Activity. Provide the amount requested per district. Amounts must be in whole numbers only.

☒ District 1 $16,666	☒ District 2 $16,666	☒ District 3 $16,666
☒ District 4 $16,667	☒ District 5 $16,667	☒ District 6 $16,667
☒ District 7 $16,667	☒ District 8 $16,667	☒ District 9 $16,667
Total Amount Requested (must be $25,000 to $150,000)	$150,000	

H. Type of Grant Activity (pick ONE category that best reflects the Grant Activity):		
1. Public Services: Projects in this category will support qualified public services and programs for the target populations deemed by the CITY to be most vulnerable.		
☐ A. Public Service – Seniors	☐ B. Public Service - Children	☐ C. Public Service - Disabilities
☐ D. Public Service – Homeless	☐ E. Public Service – Domestic Violence	☐ F. Public Service – Substance Abuse
☐ G. Public Service – Mental Health	☐ H. Public Service – Other (describe):	
2. Arts, Culture, Community/Economic Development, and the Environment: Projects in this category will support the sustainable improvement in the well-being and quality of life of local communities, especially low- to moderate income areas.		
☐ A. Arts	☐ B. Culture	☒ C. Community Development
☐ D. Economic Development	☐ E. Environment	

GRANTEE'S CERTIFICATION AND SIGNATURE

The undersigned, subject to personal liability and penalty under applicable law, certifies that he or she: (i) is authorized to sign this Grant Proposal; (ii) personally prepared or reviewed the matters found in this Grant Proposal (including any related documents/attachments); (iii) asserts all statements made in this Grant Proposal (including all attachments) are true, accurate and complete; (iv) has the requisite skills and knowledge to assert the foregoing certification; and (v) has complied and shall continue to comply with all applicable requirements of Chapter 6, Article 29 of the Revised Ordinances of Honolulu 2021, as amended (Link), regarding private organizations receiving grants of public funds from the City and County of Honolulu.

Signature of Grantee (Fiscal Sponsor) Officer
Printed Name and Title: Rolina Faagai, Executive Director

11/22/2024
Date

CERTIFICATE OF THE BOARD OF DIRECTORS NO OBLIGATIONS IN ARREARS

The undersigned of the Board ("Grantee") hereby certifies that the Grantee or any principal of the Grantee or sponsored organization (where the Grantee is a Fiscal Sponsor) is not in arrears on any financial or other obligation owed to the City & County of Honolulu, a municipal corporation of the State of Hawaii.

(Signature)

Kara Chow

(Print name)

CERTIFICATE OF THE BOARD OF DIRECTORS AUTHORIZATION TO ASSIGN AUTHORITY

The undersigned of the Board ("Grantee") hereby certifies that Poling Faggai (name), Executive Director (title), has been authorized by the Board of Directors to sign proposals, contracts, and related documents on behalf of the Grantee. Accordingly, I hereby assign the authority by the Board to execute proposals, contracts, and contract amendments on behalf of the Grantee, and further certify that the assigned is given the power and authority to do all things necessary to implement, maintain, amend, or renew such contracts, including but not limited to the delegation of signing authority to another employee of the Grantee.

(Signature)

Kara Chow

(Print name)

STATE OF HAWAII)
CITY AND COUNTY OF HONOLULU)

On this 22 day of November, 2024, before me appeared Kara Chow, personally known to me, who, being by me duly sworn, did say that he/she is the Board Chair of Hawaiian Lending and Investments and that the corporation has no corporate seal, and that said instrument was signed in behalf of said corporation by authority of its Board of Directors, and said Board Chair acknowledged said instrument to be the free act and deed of said corporation.

Napali Woode

Notary Public, State of Hawaii

My Commission expires: 4/10/26

NAPALI WOODE NOTARY PUBLIC Comm. No. 22-62 STATE OF HAWAII

Doc. Date: undated # Pages 3
Name: Napali Woode 1st Circuit
Doc. Description: Appendix A: Tier II Grant Proposal

Napali Woode 11/22/24
Signature Date

NOTARY CERTIFICATION

SECTION II
GRANT ACTIVITY INFORMATION

A. Describe how the community need, stated problem/issue, and target population are effectively validated. The description must include how the public services' target population is vulnerable or how the arts, culture, community/economic development, or environmental activities will especially support low- to moderate-income areas.

1. Provide substantive data and other qualifying information to demonstrate how the problem/issue impacts the target population and is a community priority that needs to be addressed. *(5,000 character count limit)*

Economic Snapshot of Affordability in Hawai'i

Hawai'i is the most expensive state to live in. According to new cost of living data from Doxo, an online bill payment service, Hawai'i residents spend an average of $3,091 each month on utilities, rent/mortgage and other common household costs. Residents spend 45% above the national average. 40% of all jobs in Hawai'i pay less than $20/hour and 15% of the jobs pay more than $40/hour. The U.S. Census Bureau reports that the median household income is $94,814 (USA Today, August 14, 2024). Wages increased by 16% across the United States, surpassing the cost of living at 12%, while in Hawai'i, we experienced a gross opposite. The cost of living increased by 18%, towering over the 9% wage increase.

It appears that Hawai'i's economy recovered very well from the pandemic, but hit a slump after the August 8th Lahaina Wildfires. For most working families, living in Hawai'i, it has become less affordable than ever, leaving families with little-to-no disposable income. We are experiencing astounding inflation rates in gasoline (54%), household energy (34%) , household rent (10%), and groceries (22%). Our families simply do not earn high enough wages to afford market rents, and the lack of affordable housing inventorty, make it nearly impossible to purchase a home. Individuals must work more than one job, and there is no amount of budgeting or saving to increase disposable income with these rising inflation rates.

The Climate Change Snapshot Across the Planet

Climate change has been coined as the "defining crisis of our time" by the United Nations (UN). Environmental degradation, natural disasters, weather extremes, food and water insecurity, economic disruption, conflict, and terrorism, are fueled by rising temperatures. Sea levels are rising, the Arctic is melting, coral reefs are dying, oceans are acidifying, and forests are burning.

Billions of tons of CO2 are released into the atmosphere every year as a result of coal, oil, and gas production. Human activity is producing greenhouse gas emissions at a record high, with no signs of slowing down (UN Emmissions Gap Report 2019). Science tells us that climate change is irrefutable, it also tells us that it is not too late to stem the tide. This will require fundamental transformations in all aspects of society — how we grow food, use land, transport goods, and power our economies.

In 2022, Cambridge Econometrics' conducted a socio-economic analysis and modelling, demonstrating that the clean energy transition is affordable and in our economic best interest. The research found that government policies that accelerate the cleaner energy transition to net zero will reduce future energy bills and create jobs while maintaining GDP growth in both advanced and developing economies. In every geography modelled, accelerating the clean energy transition will reduce household expenditure on total energy costs (which includes electricity, natural gas, and gasoline).

This reflects the electrification of the economy, with homes being heated and cooled by heat pumps and drivers switching to electric vehicles. This represents a significant reduction in energy spending across the economy. The shift to renewable technologies allows for cheap energy. With warmer homes and cheaper transport, lower income households experience a significant and positive disposable income shock, with less money being spent on heating and travel to work.

Clean Communities Investment Accelerator (CCIA)
In 2024, the Inflation Reduction Act, created a historic $27 billion Greenhouse Gas Reduction Fund, which created a $14 billion National Clean Investment Fund and a $6 billion Clean Communities Investment Accelerator (CCIA). The CCIA creates a national clean financing network for clean energy and climate solutions across sectors, ensuring communities have access to the capital they need to participate in and benefit from a cleaner, more sustainable economy. By financing tens of thousands of projects, this national clean financing network will mobilize private capital to reduce climate and air pollution while also reducing energy costs, improving public health, and creating good-paying clean energy jobs in communities across the country, especially in low-income and disadvantaged communities.

B. Describe the proposed plan

1. Provide a description of the Grant Activity. This description will be used as the scope of services in the contract. Describe why you chose this Grant Activity and how it will effectively address the community's problem / need. *(3,000 character count limit)*

The Clean Energy Capital Deployment Project (CE-CAP) was designed to support the working class families that reside within the City and County of Honolulu, who are impacted by the worst inflation rates of our time, and are in dire need of disposable income. The enactment of the Inflation Reduction Act of 2024, creating the $6 billion Clean Communities Investment Accelerator (CCIA), could not have come at a more opportune time, not only to address the global climate crisis, but for the families that are struggling to keep up with staggering inflation rates here in Hawai‘i. Families that install photovoltaic solar systems will have an immediate reduction in their electric bill and they will receive state and federal tax credits.

Earlier this year, the Native CDFI Network was selected to receive a $400 million CCIA grant - solidifying its commitment to driving clean energy projects and fostering economic resilience across the country. As a member of the Network, HLI was invited to submit their capability statements and active pipeline, and receive a $5 million grant award, to be fully deployed in Hawai‘i between 2025 and 2027.

The HLI executive team saw the CITY Grants in Aid Fund as a perfect leveraging opportunity to build its capabilities and capacity to help deploy the $5 million CCIA grant award. Through the implementation of CE-CAP, HLI will have strengthened capability and capacity to provide financial services to 20 applicants, thereby deploying $1 million of the $5 million CCIA loan and re-grant capital - promoting clean energy and energy efficiency strategies. In clean energy economics, this means more money in your pocket, and in some cases, more value in your property.

2. Provide measurable outcomes, describe how outcomes are aligned with the purposes and priorities of the Grants in Aid Fund, and describe how outcomes directly benefit the target population. *(3,000 character count limit)*

Public Services should begin with a statement of the number of individuals that the Grant Activity will directly benefit during the Grant Term.

Arts, Culture, Community/Economic Development or Environment should begin with a statement as to how the Grant Activity supports the sustainable improvement in the well-being and quality of life of local communities, especially low to moderate income areas.

By the end of a 12-month project period, HLI will have increased capabilities and capacity to provide financial services to 20 applicants, thereby deploying $1 million of the $5 million CCIA loan and re-grant capital promoting clean energy and energy efficiency strategies, in the City and County of Honolulu.

The following measurable outcomes will be achieved by the end of the project: two staff trained; CCIA loan product integration; and 20 applicants served.

HLI understands that the CITY‘s Department of Community Services, Office for Grants Management, administers its GIA program for the “purpose of developing, implementing, and supporting non-profit projects, services, and programs that address community needs consistent with the CITYs established priorities to address at-risk populations”. Further, “that each GIA shall be used to provide services to economically and/or socially disadvantaged populations or provide services for public benefit in the areas of the arts, culture, economic development or the environment...”

HLI is a 501c3 nonprofit certified Native Community Development Financial Institution (CDFI) founded in 2020, for the purpose of increasing access to financial resources through loans, grants, and financial education, specifically for families or businesses that reside on or near Hawaiian homestead communities, to improve access to capital and economic prosperity. These communities are considered at-risk populations – they have high unemployment rates, low educational attainment levels, and multiple families (3+) living in one dwelling. HLI‘s collaboration with community associations is the key to community outreach and project recruitment – regular policy calls and emails will ensure information is disseminated to the households located in at-risk areas.

CE-CAP is a timely program that will: 1) serve economically and/or socially disadvantaged families by increasing their disposable income; 2) provide public benefits in the areas of community development through the provision of financial services; and 3) provide public benefits with increased access to clean energy and energy efficiency loan capital.

CE-CAP not only provides a PUBLIC SERVICE, but it supports COMMUNITY DEVELOPMENT by improving the social well-being and quality of life of individuals that reside in communities across the CITY, that have been impacted by the worst inflation rates. HLI presents CE-CAP for funding, because it is uniquely aligned with the CITY‘s GIA program priorities as outlined above, AND it will help to alleviate the global climate crisis.

3. Provide an action plan to achieve the stated measurable outcomes. If the Grant Activity involves a partnership, provide a description of each partner's role. Must include measurable milestones, specific events, or other performance measures appropriate to achieving the outcomes. *(3,000 character count limit)*

The goal of the CE-CAP is to build the capability and capacity of HLI by training two staff, and increasing access to CCIA loan and re-grant capital to applicants, on the island of O'ahu. By the end of a 12-month project period, HLI will provide financial services to 20 applicants, thereby deploying $1 million of the $5 million CCIA loan and re-grant capital promoting clean energy and energy efficiency strategies.

HLI organized CE-CAP into four major components.

1. Administrative Infrastructure. This component includes all activities necessary to administer and maintain base operations of the proposed program. HLI will establish administrative infrastructure by completing the following activities: contact execution with grantor, creation and maintenance of the grant file, refinement of forms and internal processes, purchase of supplies, internal and external communications, marketing and outreach, general accounting, coordination of partners and consultants, and other administrative tasks.

2. Professional Development. HLI attends and participates in national trainings and conventions, to build capabilities and capacity, to connect to funders and investors, to keep abreast of market trends, and to increase awareness of this Hawai'i focused CDFI. HLI also has seats on national coalitions and boards, increasing awareness of the capital and credit needs in Hawai'i. Thus, HLI regularly attends and participates in special events and trainings offered by national entities (i.e. Oweesta Corporation, Native CDFI Network, etc.) on the Continent. The new Deputy Director and the Program Coordinator will receive professional development training in CDFI administration and CCIA deployment.

3. Capital Deployment. Since inception, HLI deployed $2.9 million in unrestricted capital across the state, in small business, housing, agriculture, consumer, and clean energy. $116,670 or 4% was disbursed for clean energy purposes. With CCIA funds, HLI will deploy funds to purchase/upgrade solar systems, purchase solar batteries, and purchase electric vehicles. The average loan made will be $50,000 serving 20 individuals totaling $1 million. Deployment activities include the delivery of the following financial services: financial education, loan processing, loan underwriting, data management, disbursement of funds, and loan servicing. These activities will be ongoing throughout the grant period.

4. Evaluation and Reporting. HLI staff will conduct data collection, program monitoring, and conduct monthly reporting to the CITY. HLI has a database that staff populate on a regular basis, that provides data on all applicants, financial capability, capital available per product, and readiness of the applicant. This component is critical to telling the success story of the applicant, and accessing additional capital.

TiLeaf Group (TLG) is the primary partner providing consultancy services. TLG is a 501c3 nonprofit founded in 2021, to deliver services, training and technical assistance to Native organizations. TLG comes with over 100 years of combined experience within its executive team, and is a subject matter expert in finance, community development, capacity building, grants management, program evaluation, graphic design, and more.

4. Provide a budget narrative that explains how the budget in Section III will achieve the desired outcomes. (*3,000 character count limit)*

HLI is requesting $150,000 from the CITY GIA, to implement the Clean Energy Capital Deployment Program. The indirect costs are within the 5% maximum threshhold at $7,309, and administrative costs are within the 25% maximum threshhold at $18,651 of the grant amount.

DIRECT SALARIES/WAGES AND FRINGE BENEFITS - $96,840
The budget includes costs of a Deputy Director (0.5 FTE), and a Program Coordinator (1.0 FTE) to coordinate and implement this program. Tasks include project monitoring, project reporting, internal and external communication, outreach and recruitment, coordination with contractors and partner organizations, data entry and collection, coordination of informational sessions, communication with applicants and CITY grant staff, program monitoring and reporting, and day-to-day administrative tasks. Fringe benefits have been calculated at 12%. See Appendix A Section III for breakdown. The CITY request is $96,840.

ADMINISTRATIVE SALARIES/WAGES AND FRINGE BENEFITS - $18,651
The budget includes costs of the Executive Director (.25 FTE) to oversee management and implementation of the program, execute contracts, supervise staff, and program reporting. Fringe benefits have been calculated at 12% (See Appendix A Section III for breakdown). The CITY request is $18,651

PROFESSIONAL AND CONTRACTUAL SERVICES - PROGRAMMATIC - $15,000
TiLeaf Group is the consultant responsible for integration of clean energy and energy efficiency into loan products, development of mass email and direct mail pieces, graphic design of handouts, development of database, and raising additional capital. Additionally, they will assist with evaluation, assessment and report production, if necessary. The CITY request is $15,000.

OFFICE RENT – $11,400
HLI has an office in Honolulu on Koapaka Street. The pro-rata share for 1.5 FTE is $11,400 ($950/month x 12 months = $11,400). The CITY request is $11,400.

CONFERENCES/TRAINING - $800
Professional development is budgeted at $800. HLI coordinates training opportunities for the new DD and PC, to build capability and capacity, connect with funders, and ensure they have the tools to serve the needs of community. These opportunities may include executive leadership training, software training, basics of lending, finance, or loan underwriting, or attendance and participation in annual convenings by Oweesta Corporation, Native CDFI Network, etc. $800 is modest request that will be levaraged by HLI funds as needed. The CITY request is $800.

INDIRECT COSTS - $7,309
HLI budgeted $7,309 for shared business costs, which include electric, internet, telecommunications, insurance, subscriptions, and other overhead costs. The request is less than the 5% maximum threshhold. The CITY request is $7,309.

CE-CAP is a cost-effective approach to training staff and providing financial services to 20 individuals seeking to promote clean energy and energy efficient initiatves access to $1 million of the $5 million CCIA loan and re-grant capital promoting clean energy and energy efficiency strategies. This approach will enable HLI to deploy $5 million in CCIA loan and re-

grant capital by the end of 2027 – resulting in long-lasting returns for more than 10 years after the project ends.

5. Provide a timeline that is complete, realistic and appropriate to achieve the desired outcomes. This timeline should also be reflected in Section IV. *(3,000 character count limit)*

By the end of a 12-month project period, HLI will have increased capability and capacity by training two staff, and shall provide financial services to 20 applicants, thereby deploying at least $1 million of $5 million of CCIA loan and re-grant capital promoting clean energy and energy efficiency strategies, in the City and County of Honolulu.

OBJECTIVE 1. By the end of a 12-month project period, HLI will build it‘s capability and capacity to expand and deploy capital in clean energy and energy efficiency. Expanded capability and capacity will be attained through training and professional development of staff, and CCIA loan product integration.

Month 1:

1. Establish administrative infrastructure - execute grant agreement with CITY and TiLeaf Group (TLG), create grant file, update internal processes, purchase supplies, printing of materials, internal and external communications, project brief the Board and staff, and review/update project work plan and timeline. Personnel: Executive Director (ED), Deputy Director (DD) & TLG.
2. Revise internal processes, forms, surveys, reports, and databases. Personnel: DD & PC.
3. Coordinate participation in national conferences, professional development training, etc. This includes coordination of travel accommodations. Personnel: DD & PC.
4. Complete internal and external monthly program reports. Personnel: DD & PC.

Month 2 – Month 12:

1. Maintain administrative infrastructure. Personnel: DD & PC.
2. Develop marketing and outreach materials, and coordinate and conduct outreach activities. These may include Zoom presentations, community meetings, mass e-mails, etc. Personnel: DD, PC, and TLG.
3. Attend and participate in national conferences and/or professional development training. Personnel: ED, DD, and PC.
4. Conduct data entry, data compilation, and data analysis. This includes project monitoring and evaluation activities. Personnel: ED, DD, PC, and TLG.
5. Complete internal and external monthly program reports. Personnel: ED, DD, and PC.

OBJECTIVE TWO. By the end of a 12-month project period, HLI will deploy $1 million in clean energy capital. Deployment activities will include the delivery of the following activities: loan processing, loan underwriting, provision of financial training to applicants, data management, loan/grant disbursement, and loan servicing.

Month 1 – Month 12 (Personnel: ED, DD, and PC):

1. Loan processing - Receive and review completed application packets for eligibility and completeness.
2. Loan underwriting and financial training - Conduct financial analysis and provide one-on-one technical assistance.

3. Convene loan review committee and deliberate on recommendations to fund, deny or request more information.
4. Make final determination, create electronic loan documents, and sign-off on disbursement/check request.
5. Disburse loan and re-grant capital.
6. Conduct post-disbursement survey and collect data for internal and external reports.
7. Set-up monthly automatic payments and service loans.

This action plan is based on local and national best practices, in meeting the financing needs of working class families. It contains all steps necessary to implement the Clean Energy Captial Deployment Program on Oʻahu, and it will result in measurable outcomes for the community at-large far beyond the life of the project.

C. Provide evidence of the agency's ability to perform the proposed grant activity through past performance, current capacity and/or plan to acquire the capacity to perform.

1. Provide data that demonstrates proven success in offering the same, similar, or related activities to achieve the proposed outcomes. *(3,000 character count limit)*

Since inception, HLI originated $2.9 million in loans, with only $1.7 million active today ($1.2 million was paid back and re-deployed). $751,824 or 36% of the portfolio is in small business, $179,300 or 8% in agriculture, $522,893 or 27% in consumer loans, $116,670 or 4% in clean energy, and $504,890 or 24% in housing. Capital received to date is unrestricted – 84% is debt capital and the remaining 16% is from grants. In September 2024, HLI received a $1,030,000 million financial assistance grant award from the U.S. Department of Treasury, CDFI Fund, to fulfill the HLI mission, and to support the financial needs of individuals and businesses in Hawaiʻi. Progress to date for the four-year old Native CDFI is tremendous.

CDFIs must obtain capital to pay for the loans they disburse to clients, along with the salaries and operations that help underwrite and service loans, as well as provide technical assistance to clients. Grant capital plays an important role in generating economic growth and OPPORTUNITY in distressed communities across America. Nonprofit CDFIs are able to offer tailored resources and innovative programs that invest federal dollars, alongside private sector capital or grants. In Hawaiian homestead communities, this is critical, because conventional lenders do not lend or use trust lands as collateral, creating a huge barrier to families seeking capital for home improvements or retrofits (i.e. clean energy, energy efficiency).

HLI is governed by a six-member Board of Directors wholly comprised of Native Hawaiians that meet quarterly to provide policy direction and oversight. HLIs Board comes with a broad range of expertise and experience in small business, community development, corporate operations, and non-profit management. Through the collective experience of its Board, and the technical skills and expertise of its ED, DD, and TLG, HLI has the demonstrated capability and capacity required to not only manage and implement the $150,000 grant from the CITY, but it has the capability and capacity to expand its existing clean energy product to integrate CCIA requirements/ guidelines. The request to support the salaries, fringe benefits, and training of the DD and PC, cultivates HLIs capabilities and capacity to advance the goals of the Inflation Reduction Act of 2024, and deploy $5 million in CCIA capital by the end of 2027.

2. Describe the applicant's capacity to successfully achieve the proposed outcomes.
OR

Provide a plan to acquire the capacity to successfully achieve the proposed outcomes (including how the applicant has acquired similar capacity in the past).

Responses should include organizational knowledge, staffing, fiscal resources, facilities and other resources, stakeholders and relationships, and other relevant resources. *(3,000 character count limit)*

HLI is presenting a staffing plan of 1.75 FTE to prepare for coordination and deployment of $1 million of the $5 million CCIA loan and re-grant capital from the Native CDFI Network. To succesfully implement CE-CAP, HLI is proposing the following positions: 1) Executive Director at .25 FTE; 2) Deputy Director at .50 FTE; and 3) Program Coordinator at 1.0 FTE.

The Executive Director (ED), .25 FTE, is a Native Hawaiian with a background in retail business finance, wealth management and investment strategies. For the last six years, she was employed in community development, serving on the finance and policy committees of the Sovereign Council of Hawaiian Homelands Associations, serves on the board of the Native CDFI Network, volunteers as a track coach at Punahou Schools, and supports civic organizations.

The ED will provide oversight of the organizations day-to-day operations, supervise staff, raises capital, manages contractors, is responsible for high-level decision-making, and sets the organizations vision. This position will monitor grant activities listed within the timeline, assist with modifications if necessary, and oversee external communications with the CITY grant specialist, partners, and community. This position reports to the Board.

The Chief Financial Officer is a graduate of Notre Dame with an Accounting degree has 20 years of experience in nonprofit finance, audits, and accounting. Additionally, he has 10 years of experience in trans-national businesses. He oversees and manages all financial activities of organization (included in the Indirect budget line item).

The Deputy Director (DD) at .50 FTE, has a wealth of experience in Human Resources, Operations, Business, Entrepreneurship, and Executive Management from a distinguished career in the corporate, private, and non-profit sectors in Alaska and her home state of Hawaii. She spent 13 years in Alaska, employed in the private sector, while maintaining a strong connection to her Native Hawaiian culture through engagement and service on the board of the Na Keiki o Hawaiian Civic Club in Anchorage, Alaska. Upon her return in 2017, she was employed as the Operations Director at the Council for Native Hawaiians Advancement, and successfully founded Superior Staffing & Services, a business delivering human resource solutions to a myriad of Hawaii based clients. She also acquired a local favorite franchise, Teapresso Bar, a successful small business creating economic impact in West Oahu.

The DD will work alongside the ED to integrate the clean energy and energy efficiency product as outlined in action plan, HLI‘s internal processes, and CCIA requirements/guidelines. The DD shall conduct project monitoring and reporting, conduct presentations, coordinate with project partners, conduct loan underwriting, coordinate evaluation and assessment, coordinate professional development training, and support client

recruitment. The DD will be responsible for recruitment and supervision of the PC. She reports to the ED.

A new Program Coordinator position at 1.0 FTE will be responsible for administrative tasks, outreach to the target audience, data collection and entry, the coordination of technical assistance and training, follow-up with participants, coordination with partners, coordination of travel, coordination of community meetings and trainings, data entry, coordination of outreach activities, and contribute to regular reports. The position shall have knowledge in database and processing applications, shall possess skills in Google Suites or Microsoft Applications, and possess strong written and verbal communication skills. The ED and DD, with support from the Board or TLG, will fulfill the duties and responsibilities of the PC, until he/she is hired. The PC shall report to the DD.

HLI is currently recruiting the PC to get a head-start on the recruitment/hiring process. Regardless of CITY funding, HLI anticipates receipt of capital from multiple sources, in addition to CCIA, that will need to be deployed.

TiLeaf Group, a 501c3 nonprofit Native advocacy firm, will provide subject matter expertise in program implementation, curricula development, fundraising, graphic design and production, data collection, evaluation, and more, throughout the project period. Additionally, they will provide program support, if staff turnover occurs. TiLeaf Group has a consulting pool of bankers, research specialist, curricula developers, evaluators, IT specialists, and more. The executives have strong community organizing skills, and have over 100 years of combined experience in Hawaiian community development.

D. Describe the applicant's sustainability and/or additional long-term benefit to the community

1. Provide a plan for sustaining and / or expanding activities beyond the applicable grant period. *(2,000 character count limit)*

HLI's sustainability is directly tied to the interest income earned from capital deployed. Since CDFI's are providing a critical service to individuals, businesses, or organizations in need, they have access to "patient capital" – long-term low-cost debt - spurring economic growth and community revitalization.

When HLI receives and deploys grant capital, the entity gets to keep the principal AND the interest earnings. Those funds are then reinvested into the organization and its pool of lending capital. The grant funds are recycled through the portfolio resulting in exponential returns over time – supporting long-term sustainability and organizational growth.

Since 2020, HLI deployed $2.9 million. Interest income earned in 2023 totaled $82,000 without doing anything once deployed. In September, HLI received $1,030,000 million in grant capital from the CDFI Fund. At a 4% interest rate, HLI will earn $40,000 annually in interest, and receive $60,000 in principal – totaling $100,000 annually.

As one can see, the impact of CCIA grant funds will be profound. HLI will receive $5 million in CCIA grant capital in 2025, that must be fully deployed by the end of 2027. Once the first $5 million is deployed, HLI will be able to request a second disbursement. The anticipated clean energy loan is valued at $50,000 with a short amortization schedule. Within 5-10 years, the principal will be repaid and reinvested into the portfolio. Everybody wins! The borrower will receive a significant reduction in energy costs and/or increased value of their home, and

the HLI loan portfolio will double in size, along with the interest earned each year, as the funds continue to recycle through the portfolio.

The profit realized from grant capital increases HLIs capability to disburse more funds, and build its organizational capacity. It will enable HLI to hire and train more staff, access more grant capital, and offer more financial products in areas of need. HLIs success will be tied to its ability to continually raise and deploy capital. The return on the CITYs $150,000 investment will have a long-lasting impact in the social and economic stability of our working families.

HLI has submitted over $5 million in grant applications to local and national, public and private funding sources in 2024. The grant award of $1 million from Treasury, and the anticipated disbursement of $5 million from the Native CDFI Netowrk, speaks to the integrity of HLIs administrative, financial, and programmatic capabilities.

2. Describe the applicant's capacity and resources to carry out the above plan (staffing, funding, etc.) beyond the grant period. *(2,000 character count limit)*

Since 2020, HLI has been operating with a lean team comprised of one ED, the Board of Directors, and TLG. HLI has been waiting since March 2024, for its certification and financial assistance award from the U.S. Department of Treasury, to increase staffing. Since certification and the $1 million grant award in September, HLI was able to add another senior level staffer, a Deputy Director, to the team. With two senior staffers on the team, HLI will be able to expand its financial products, provide more financial assistance, fundraise more loan capital, and supervise more staff. Recruitment for the right Program Coordinator has begun. If the $5 million is released earlier than anticipated, HLI will have to add another Program Coordinator to the team.

HLI held meetings with key partners, the Sovereign Council of Hawaiian Homestead Associations, various community associations, and TLG, to collect feedback on the clean energy and energy efficient captial needed in their homes and communities. Participants provided said they'd access CE-CAP resources to upgrade their existing solar systems, install solar batteries, and gladly purchase electric vehicles, if they had direct access to financial resources. Not only did they voice support, participants committed to supporting implementation through the project period, to ensure success in outreach, recruitment, training, implementation, and evaluation.

HLI is excited to deploy CCIA grant capital in collaboration with the Native CDFI Network. If CE-CAP is funded by the CITY, HLI will be able to expand its existing product, and serve 20 individuals through the deployment of $1 million of the $5 million CCIA loan and re-grant capital by the end of the CITY grant period.

E. No CITY funds or assistance. The highest consideration will be given to applicants that do not receive other funding or any form of assistance from the CITY. While applicants that receive other funding or assistance from the CITY may apply for Grants in Aid funding, the extent of funding or assistance already received in relation to services provided must be considered prior to awarding Grants in Aid funds. A percentage of the sub-total criteria points will be awarded to Grantees based on the criteria below and the information about past funding / assistance from the CITY that follows.	
The applicant has received no award from the CITY within the last 3 years.	**10%**
The applicant has received 1-2 awards from the CITY within the last 3 years.	**7%**
The applicant has received 3-5 awards from the CITY within the last 3 years.	**5%**
The applicant has received between 6-9 awards from the CITY within the last 3 years.	**3%**
The applicant has received 10 or more awards from the CITY within the last 3 years.	**0%**

GRANTEE RECEIPT OF CITY GRANTS

Hawaiian Lending and Investments (HLI) has never applied or received funding or any form of assistance from the City and County of Honolulu. HLI is an excellent candidate to receive the full bonus of 9 points.

E. Age Friendly Honolulu (Complete only if applying for the bonus points)
Consideration is to be given to applicants that incorporate the vision and goals of the Age-Friendly Honolulu Program (as codified in ROH Chapter 2, Article 22), including but not limited to (1) enabling residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active; and (2) removing barriers to inclusion for and providing support services to vulnerable residents and/or have physical limitations.

If awarded bonus points for being an Age-Friendly Honolulu project, the Grantee will be subject to additional reporting requirements, including but not limited to name, age, and physical location of seniors being served by the project.

To be eligible for the bonus points as an Age-Friendly Honolulu project an organization must demonstrate the proposal aligns with Age-Friendly Honolulu's priorities by completing the following TWO steps:

1) Go the following website https://www.hiphi.org/age-friendly-honolulu/ to access an Age-Friendly Honolulu training video. The video should be watched by at least one (1) person from the non-profit organization in a leadership position (Executive Director, Administrator, or equivalent). This video will define an "age-friendly city" and explain what types of projects align with the Age-Friendly Honolulu Vision.

2) Complete the section below by selecting which Age-Friendly Honolulu category best fits the activities of your organization and providing a brief description of how your proposal is an Age-Friendly Honolulu project.

☒ Enabling Residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active, particularly at the oldest ages

☐ Providing Kupuna with meaningful roles in the community, including mentors, volunteers, or through intergenerational programming

☐ Removing barriers to support community inclusion and accessibility for persons of all abilities.

3) How is your proposal an Age-Friendly Honolulu Project and explain how your organization can meet the additional reporting requirements if awarded? *(2,000 character count limit)*

CE-CAP is an "Age-Friendly Honolulu Project". Clean energy and energy efficient loan products are specifically designed to reduce energy costs and increase disposable income. Installation of clean energy resources will help kūpuna who are living on a fixed income.

HLI selected low-hanging fruit, with the highest return on investment – photovoltaic solar systems, solar batteries, and electric vehicles. Anyone older than 18, that owns a home, operates a business or organization, meets low-to-moderate income requirements, and has income to make loan payments, can take advantage of CE-CAP financial services.

Community presentations will be held online and in-person, to ensure that eligible people of all ages and income levels, receive the information, are aware of the resources, and have knowledge of these amazing opportunities made possible by the Inflation Reduction Act of 2024.

APPENDIX A: TIER II GRANT PROPOSAL (Grants $25,000 to $150,000)
SOLICITATION NO. RGP-DCS-GIA2026

Instructions: The proposal below must be completed in full. Responses must be provided in the fillable boxes provided. Where annotated, the fillable boxes have predetermined maximum limits on character counts. Letters, numbers, punctuation marks, and spaces are included in the character count limits.

SECTION I
SUMMARY

A. Grantee Legal Name:	Hawaiian Mission Houses Historic Site and Archives (HMHHSA or HMH)
B. Is Grantee a Fiscal Sponsor?	☐ Yes ☒ No
C. Grant Activity Name:	Partners in Change: A Collaborative Approach to Hawaiian History Education

D. Briefly describe the Grantee's background, history (including year established), and mission. *(400 character count limit)*

The Hawaiian Mission Children's Society was founded in 1852, incorporated in 1907 (dba Hawaiian Mission Houses Historic Site and Archives), a National Historic Landmark listed in 1965, and re-accredited by the American Alliance of Museums (2024). The mission of the Hawaiian Mission Houses is to interpret the legacy and to promote an open dialogue around the impact of the Protestant missionaries and their interwoven relationships with the people of Hawai'i.

E. Briefly describe the Grant Activity and public need being filled. *(400 character count limit)*

The Partners in Change initiative seeks to transform Hawaiian History education through a dynamic collaboration between educators, historians, and cultural practitioners. This project aims to co-create a progressive curriculum that is academically rigorous, culturally resonant, and accessible to students across Hawai'i.

F. Briefly summarize Grant Activity outcomes and measures of success, including number and description of those served. *(400 character count limit)*

Educators will participate in workshops, seminars, guided tours of the historic site, and provided access to a curated compilation of primary sources from our digital archives. Guided by Cultural Practioners, the HMH team along with experienced Teacher Trainers and a cadre of classroom teachers will co-develop new, engaging, and meaningful lessons that are experiental and place-based, for approximately 4,500 students.

G. Council District
Check all districts that will benefit from the Grant Activity. Provide the amount requested per district. Amounts must be in whole numbers only.

☒ District 1 $20,000	☒ District 2 $20,000	☒ District 3 $15,000
☒ District 4 $10,000	☒ District 5 $20,000	☒ District 6 $20,000

☒ District 7 $20,000	☒ District 8 $10,000	☒ District 9 $15,000
Total Amount Requested (must be $25,000 to $150,000)	$150,000	

H. Type of Grant Activity (pick ONE category that best reflects the Grant Activity):		
1. Public Services: Projects in this category will support qualified public services and programs for the target populations deemed by the CITY to be most vulnerable.		
☐ A. Public Service – Seniors	☐ B. Public Service - Children	☐ C. Public Service - Disabilities
☐ D. Public Service – Homeless	☐ E. Public Service – Domestic Violence	☐ F. Public Service – Substance Abuse
☐ G. Public Service – Mental Health	☐ H. Public Service – Other (describe):	
2. Arts, Culture, Community/Economic Development, and the Environment: Projects in this category will support the sustainable improvement in the well-being and quality of life of local communities, especially low- to moderate income areas.		
☐ A. Arts	☒ B. Culture	☐ C. Community Development
☐ D. Economic Development	☐ E. Environment	

GRANTEE'S CERTIFICATION AND SIGNATURE

The undersigned, subject to personal liability and penalty under applicable law, certifies that he or she: (i) is authorized to sign this Grant Proposal; (ii) personally prepared or reviewed the matters found in this Grant Proposal (including any related documents/attachments); (iii) asserts all statements made in this Grant Proposal (including all attachments) are true, accurate and complete; (iv) has the requisite skills and knowledge to assert the foregoing certification; and (v) has complied and shall continue to comply with all applicable requirements of Chapter 6, Article 29 of the Revised Ordinances of Honolulu 2021, as amended (Link), regarding private organizations receiving grants of public funds from the City and County of Honolulu.

Signature of Grantee (Fiscal Sponsor) Officer

Printed Name and Title: Augustus Acosta
Executive Director

11/22/2024
Date

CERTIFICATE OF THE BOARD OF DIRECTORS NO OBLIGATIONS IN ARREARS

The undersigned of the Board ("Grantee") hereby certifies that the Grantee or any principal of the Grantee or sponsored organization (where the Grantee is a Fiscal Sponsor) is not in arrears on any financial or other obligation owed to the City & County of Honolulu, a municipal corporation of the State of Hawaii.

Patricia Morgan
(Signature)

Patricia Morgan, Board President
(Print name)

CERTIFICATE OF THE BOARD OF DIRECTORS AUTHORIZATION TO ASSIGN AUTHORITY

The undersigned of the Board ("Grantee") hereby certifies that Augustus Acosta (name), Executive Director (title), has been authorized by the Board of Directors to sign proposals, contracts, and related documents on behalf of the Grantee. Accordingly, I hereby assign the authority by the Board to execute proposals, contracts, and contract amendments on behalf of the Grantee, and further certify that the assigned is given the power and authority to do all things necessary to implement, maintain, amend, or renew such contracts, including but not limited to the delegation of signing authority to another employee of the Grantee.

Patricia Morgan
(Signature)

Patricia Morgan, Board President
(Print name)

STATE OF HAWAII)
) S.S.
CITY AND COUNTY OF HONOLULU)

On this 20th day of November, 2024, before me appeared Patricia Morgan, personally known to me, who, being by me duly sworn, did say that he/she is the Board President of Hawaiian Mission Houses Historic Site & Archive and that the corporation has no corporate seal, and that said instrument was signed ~~in behalf of said~~ corporation by authority of its Board of Directors, and said she acknowledged said instrument to be the free act and deed of said corporation.

HOKULANI OFSTHUN NOTARY PUBLIC No. 21-214 STATE OF HAWAII

11/20/2024
Notary Public, State of Hawaii
Hokulani Ofsthun
My Commission expires: 01/09/2026

Doc. Date: 11/20/2024 # Pages 15
Name: Hokulani Ofsthun 1st Circuit
Doc. Description: FY26 Grants in Aid Appendix A Tier II: Grant Proposal
Signature 11/20/2024 Date
NOTARY CERTIFICATION
my commission expires 01/09/2026

SECTION II
GRANT ACTIVITY INFORMATION

A. Describe how the community need, stated problem/issue, and target population are effectively validated. The description must include how the public services' target population is vulnerable or how the arts, culture, community/economic development, or environmental activities will especially support low- to moderate-income areas.

1. Provide substantive data and other qualifying information to demonstrate how the problem/issue impacts the target population and is a community priority that needs to be addressed. *(5,000 character count limit)*

Hawai'i's students, educators, and communities face significant challenges in accessing authentic, engaging, and culturally relevant Hawaiian history education. Educational surveys and reports indicate a disconnect between students and culturally relevant curriculum, particularly in Native Hawaiian communities. The emphasis on integrating Hawaiian history and culture in education is essential for fostering a sense of belonging and improving outcomes for historically underserved populations. Additionally, educators report limited access to immersive educational tools, professional development opportunities, and curricular resources tailored to the local context. Community input reflects strong support for investment in Hawaiian history education. Surveys related to cultural preservation in Hawaii often emphasize the importance of teaching local history to sustain the state's identity and to foster informed civic participation. This sentiment underscores the value of culturally relevant education as a cornerstone for community resilience and engagement. Organizations such as the Hawai'i Council for the Humanities emphasize the urgent need for initiatives that support education rooted in cultural literacy.

The Hawai'i Department of Education (HIDOE) has developed the Hawai'i Core Standards for Social Studies (HCSSS), which emphasize culturally relevant and place-based education tailored to Hawai'i's unique history and geography. These standards helps to develop critical thinking and civic engagement skills while exploring themes central to Hawaiian History, such as governance, land stewardship, and the integration of diverse cultural practices. The HCSSS explicitly include themes and standards that address the 19th-century period prior to annexation for middle and high school courses, with references to the political, cultural, and social transitions during this pivotal era. These include:

- Evolution of the written Hawaiian language and literacy
- Religious transformation through the introduction of Christianity
- Shifts in cultural norms and beliefs
- Governance of the Hawaiian Kingdom and its constitutional framework
- Economic impact, land ownership, and change in social hierarchies
- Cultural resilience and adaptation through Western influence
- History inquiry and use of primary sources

From the local community's perspective, particularly in schools with significant Native Hawaiian and Pacific Islander (NHPI) populations, issues, concerns, and priorities that have continually been expressed include:

- Cultural disconnection from traditional narratives
- Erosion of the Hawaiian language and cultural practices
- Promoting inclusion of native perspectives and strengthening cultural identity
- Equity and access to quality education and resources

This Partners in Change initiative seeks to co-create solutions alongside educators and the Native Hawaiian community. This collaborative initiative will deliver measurable educational

outcomes and foster a stronger sense of identity, inclusion, and cultural pride among Hawai‘i’s students and educators, directly addressing the issues and priorities noted above.

B. Describe the proposed plan

1. Provide a description of the Grant Activity. This description will be used as the scope of services in the contract. Describe why you chose this Grant Activity and how it will effectively address the community’s problem / need. *(3,000 character count limit)*

The goal for the Partners in Change initiative is to transform the teaching and learning of Hawaiian history by developing a progressive and engaging curriculum. Under the guidance of Cultural Practitioners, Teacher Educators and a cadre of public/private school teachers, we will co-create a curriculum that is thoughtful, accessible, engaging, and adaptable through an iterative and collaborative planning process. Our approach is rooted in deep collaboration with Hawai‘i’s educators and cultural practitioners, grounded in the belief that education should be informative and inspiring. By involving these community decision makers at every stage of the curriculum development process, we ensure that the educational programs are aligned with current academic standards and adaptable to diverse classroom environments. Educators will participate in workshops, seminars, guided tours, and provided access to a curated collection of digital archives and resources needed to deliver engaging and meaningful lessons of Hawai‘i's past. The resources created will form the foundation of a dynamic curriculum that connects learners to their heritage and history in profound ways. The project will feature a blend of traditional and innovative educational experiences:

Curated Historical Tours: Educators and students will participate and experience a series of curated tours of our historic site, object collection, and digital archives. These immersive experiences will allow participants to explore and engage in activities that tell the story of Hawai’i’s complex past.

In-person and virtual seminars/workshops: We will convene our cadre of cultural experts and educators through the planning, development, implementation, and evaluation processes of the project. We will also extend our reach to educators and learners who may be unable to attend in person through pre-recorded or interactive virtual seminars. These sessions will facilitate deep engagement with resources that align with the historical themes within the HCSSS.

History Theatre Performances: We will leverage our existing catalog of recorded portrayals to serve as both educational tools and cultural interpretations, making history relatable and compelling. In collaboration with local actors, costumers, and directors, these performances and portrayals of key figures in Hawai`i during the 19th and early 20th century brings Hawaiian History to life. In addition, we may produce customized “bite size” performances, recorded and onsite/in-person, that may be more appropriate for immediate consumption of younger learners. The script writing will be generated through hours of research from primary sources (diaries, journals, letters, reports, etc.) within the HMH Archives, with monologues/dialogues often based on the person’s own words!

Digital Archive and Interactive Resources: A digital archive will be developed as part of the project, featuring Hawaiian historical documents, images, and interactive resources for both local and global learners. This will serve as a lasting educational resource for schools and communities. To address the importance of accessibility, we will also document these

educational experiences and offer the same high-quality curriculum to learners across the Pacific, the U.S. continent, and globally. By making these resources available online, we ensure that the richness of Hawaiian history is accessible to all, regardless of geographical barriers.

2. Provide measurable outcomes, describe how outcomes are aligned with the purposes and priorities of the Grants in Aid Fund, and describe how outcomes directly benefit the target population. *(3,000 character count limit)*

Arts, Culture, Community/Economic Development or Environment should begin with a statement as to how the Grant Activity supports the sustainable improvement in the well-being and quality of life of local communities, especially low to moderate income areas.

This initiative supports the cultural and educational empowerment of Hawai‘i‘s students, with a particular focus on schools/communities with a significant representation of Native Hawaiian and Pacific Islanders (NHPI), providing them access to rich historical content and opportunities for personal connection to their heritage. By promoting culturally relevant, community-driven Hawaiian history education, the project also improves academic outcomes and fosters social cohesion in underserved communities, where education and cultural identity are compounded with broader issues of equity and inclusion. These efforts address critical learning gaps by empowering students to understand their cultural legacy and its connection to their personal and community well-being.

Educational Outcomes:
Engagement with Hawaiian History and Culture: students will deepen their understanding of Hawaiian history through primary source materials, curated tours, place-based and experiential learning activities, particularly focusing on key moments in 19th century Hawai‘i. They will gain critical thinking skills by exploring the cultural, social, and political dynamics of the Hawaiian Kingdom, including the impact of missionaries, the development of the Hawaiian language, and the complexities of colonization.

Metric 1 – At least 1 interactive & curated historical site tour for each participating teacher (individual class and/or grade level). This may be in-person/onsite at HMH or virtual.

Metric 2 – At least 1 interactive & curated historical figure portrayal for each participating teacher (individual class and/or grade level). This may be live or recorded, in-person/onsite at HMH, at individual schools, or virtual.

Cultural Literacy and Identity: this project will foster cultural literacy by emphasizing the importance of Hawaiian traditions, language, and values. Our goal is to create an educational environment where students of all backgrounds can connect with the material and find relevance to their own lives and cultural heritage. As part of the workshops and curriculum development process, 100% of participating teachers shall:

Metric 1 – utilize standardized assessments or teacher-created tests to gauge cultural literacy & knowledge gains. Improvements in test scores would indicate successful knowledge transfer.

Metric 2 – develop a method to gather student reflections (reflective essays, interviews, surveys, etc.) to provide deeper insights into how the program has influenced participants' understanding of Hawaiian culture and identity.

Integration of Technology: through the use of digital archives, virtual seminars, etc., the project will engage students and provide interactive, multimedia experiences that cater to diverse learning styles.

Metric 1 – 100% of participating teachers will learn how to navigate the HMH archives and effectively use finding aids.
Metric 2 - a digital archive will be developed and made available to all participants, containing curated primary and secondary resources (photos, letters, diaries, documents, books, newspapers, translations, transcriptions, etc.) from the HMH archives and collections.

Teacher Professional Development: through guided workshops, empowering educators to integrate Hawaiian history into their classrooms with confidence and cultural sensitivity, this program will enhance our educators' ability to develop a progressive curriculum that is academically rigorous, culturally resonant, and accessible to students across Hawai‘i.

Metric 1 - Conduct at least 3 in-person or virtual workshops with the cohort (HMH Staff, Teacher Educators, Classroom Teachers, Cultural Practitioners) for the planning, development, and implementation of the project
Metric 2 – conduct at least 2 surveys (or convene focus groups) with participating educators to measure how well the curriculum meets their teaching needs and provide insights into the curriculum‘s adaptability and effectiveness in engaging students.

3. Provide an action plan to achieve the stated measurable outcomes. If the Grant Activity involves a partnership, provide a description of each partner’s role. Must include measurable milestones, specific events, or other performance measures appropriate to achieving the outcomes. *(3,000 character count limit)*

Collaborative Program Development
Educators, cultural experts, and HMH SMEs (Subject Matter Experts), which makes up the Community Advisory Team, will co-create a Hawaiian history curriculum to ensure cultural relevance and alignment with educational standards. The process includes identifying key topics/themes, sourcing primary resources, and designing engaging learning activities.

Implementation of Learning Experiences
Activities such as curated historical tours, virtual seminars, and History Theatre performances are scheduled to provide hands-on and interactive learning opportunities for students and educators.

Utilization of Digital Resources/Developing a Digital Archive of Education Tools
A comprehensive digital archive featuring primary sources, interactive tools, and curated content will be utilized/developed to ensure accessibility for students and teachers across the state and globally.

Professional Development for Educators
Workshops and training sessions will equip teachers with strategies to incorporate Hawaiian history and cultural themes effectively into their classrooms.

Evaluation and Assessment
Metrics include the number of participating schools (TBD) and students (see below), engagement levels, teacher satisfaction surveys, and the usage of digital resources. These evaluations will be conducted throughout and after the grant period to track progress.

Sustainability and Scalability
Partnerships with local schools and educational stakeholders will ensure the continuation of the program beyond the initial funding. The developed resources and frameworks will be adaptable for future educational initiatives.

This action plan ensures alignment with measurable outcomes, including improved historical understanding, increased student engagement, and enhanced teacher capacity to deliver Hawaiian history content effectively.

Student Participants:
Currently, we serve 3,400 students annually, from 50+ different schools in Hawaii. We plan to increase this number to 4,500 total students*, with 20 NEW/UNDUPLICATED Title I schools**.
*Tracking unduplicated students is difficult as individuals may transfer schools, change their last name, have similar names, etc. Therefore, we are proposing to increase the number of K-12 students that we serve from 3,400 to 4,500 (+1,100 individuals, 32% total increase)
**Annually, we typically serve approximately 50 public & private schools, including Title I schools. We are proposing to increase our school engagements and work with 20 additional Title I schools. Existing schools will not be included in this count.

4. Provide a budget narrative that explains how the budget in Section III will achieve the desired outcomes. (*3,000 character count limit)*

We are requesting $150,000 through the City Grant-In-Aid program:

Salaries, Wages, Fringe
The Director of Education (M. Smola) and Archivist/Librarian (K. Hart) are designated as the Co-Leads for HMH. The School Program and Volunteer Coordinator will also be a primary resource for this project. They will dedicate up to 20% of their time towards this project.
M. Smola: $60,000 annual x 20% = $12,000
K. Hart: $55,000 annual x 20% = $11,000
H. Ofsthun: $49,920 annual x 20% = $9,984
The Curator of Collections (S. Pelfrey) is designated as project support and will dedicate up to 10% of her time towards this project.
S. Pelfrey: $55,000 annual x 10% = $5,500
The Executive Director will provide project oversight and administrative support, allocating approximately 10% of his time throughout the project. The Financial Accounting Manager will provide support with grant reporting and fiscal management, allocating approximately 5% of her time.
P. Acosta: $125,000 annual x 10% = $12,500
C. Alarcia: $72,800 annual x 5% = 3,640
We are calculating fringe benefits (taxes + healthcare) at approximately $8,348 total

Contract Personnel
We are partnering with professional Teacher Trainers, with $15,000 in GIA funds allocated. Their proposed scope of work will be determined at a later time.

Other Costs
Office Utilies, Maintenance & Security ($4,800 combined) – to maintain the aesthetics, safety, and sanitation of the meeting spaces and historic grounds
Consumable Meeting Supplies ($3,500) – to include meeting & office supplies to be used throughout the project as well as meals & refreshments for participants during the in-person workshops
Equipment Rental or Purchase ($5,000) – to include hardware & peripherals for technology tools used throughout the project

Mileage and Parking ($1,800) – to accomodate in-person/onsite workshops as parking is limited in Downtown Honolulu. We plan to utilize nearby (paid) parking facilities
Bus Transportation & Admission Fees ($30,000 combined) – to assist in offseting the expenses for teachers and students, particularly Title I schools and/or those from rural areas on O‘ahu
Honorarium ($4,500) – for the Cultural Practitioners who will guide the planning and design of the project. We anticipate convening approximately 3 times within the project timeline
History Theatre Portrayals ($4,200) – for use of local Actors, Director, Costumer, Script Writer, etc. who may be utilized in the live or pre-recorded portrayals of historic figures
Video Production ($6,000) – for use of a professional production team, for the portrayals and/or seminars
Video Editing & Digitization, External/Cloud Storage ($5,000) – expenses related to developing and maintaining a digital archive of curriculum resources

Indirect Costs
We are requesting for a portion of the grant funds ($7,228) toward indirect costs such as overhead and general administrative expenses

5. Provide a timeline that is complete, realistic and appropriate to achieve the desired outcomes. This timeline should also be reflected in Section IV. *(3,000 character count limit)*

Sample timeline (approximately 12 months):

Oct 2025 (Phase I) - Needs analysis and initial planning sessions with a Community Advisory Team, made up of Hawai`i school teachers, facilitated by Teacher Educators (UH Mānoa), subject matter experts from HMH, guided by Cultural Practitioners from the Native Hawaiian community.
Host kickoff meetings with partnering educators to align on project goals and priorities.
Engage historians, cultural experts, and educators to draft a preliminary framework for the curriculum.
Develop a shared vision and preliminary structure for the curriculum.

Nov – Dec 2025 (Phase II) - Curriculum Development (learning modules or units).
Beginning with an introduction to the HMH historic site, collections of objects, digital archives, and primary sources; evaluation of current DOE curriculum and common-core standards, HMH education programs and library of historical performances.
Evaluate select primary resources from the Hawaiian Mission Houses archives, collections, and other resources for use in the curriculum.
Review current DOE curriculum and common-core standards
Identify key themes and topics in Hawaiian history for curriculum development.

Jan – Feb 2026 (Phase III) - Field Trials (pilot to limited to a select audience/classrooms)
Facilitate activities, such as guided site visits, virtual seminars, and History Theatre performances, to test engagement and effectiveness.
Collect initial feedback through surveys, classroom observations, and teacher reflections.

Mar 2026 (Phase IV) - Feedback, Evaluation, Revision
Analyze feedback collected during the field trials to identify strengths and areas for improvement.

Revise curriculum modules, resources, and teaching methods based on the evaluation.
Conduct a review session with the Community Advisory Team to validate updates.

Apr – Jun 2026 (Phase V) - Full Implementation (to include site visits, and Data Collection)
Roll out the curriculum to a broader audience
Facilitate student site visits, educator workshops, and expanded use of digital resources.
Collect data on student engagement, educator feedback, and program impact.

Jul – Sep 2026 (Phase VI) - Reflections and Planning for the next progression of the process and curriculum.
Conduct a project wrap-up with the Community Advisory Team to reflect on outcomes and gather input for future iterations.
Document lessons learned, challenges, and successes to inform the next phase of curriculum development.
Plan for future enhancements and expansions of the program.

C. Provide evidence of the agency's ability to perform the proposed grant activity through past performance, current capacity and/or plan to acquire the capacity to perform.

1. Provide data that demonstrates proven success in offering the same, similar, or related activities to achieve the proposed outcomes. *(3,000 character count limit)*

A 501(c)3 nonprofit organization, Hawaiian Mission Children's Society was founded in 1852 and incorporated in 1907 (dba Hawaiian Mission Houses Historic Site and Archives, or HMH). HMH, an active site for Hawai'i's history since 1820, is a National Historic Landmark (listed in 1965), accredited by the American Alliance of Museums, and re-accredited in 2024! HMH sits on a beautiful one-acre site in the Historic Capital district in downtown Honolulu. HMH preserves Hawai'i's oldest Western-style house (the 1821 Mission House, Ka Hale Lā'au), the 1831 Chamberlain House (Ka Hale Kamalani), and the 1841 Bedroom Annex, interpreted as a print shop (Ka Hale Pa'i) that produced the very first printed materials in the Hawaiian language. A reconstructed hale pili, built in partnership with Kamehameha Schools, guided by cultural practitioner leadership, and designed with sources from journals in the HMH archives, was added in 2021. The library, which holds both English and Hawaiian archival material, welcomes researchers on site as well as from around the globe through our digital collection. The HMH library and historical archive holds over 80,000 digital pieces and is home to one of the largest collections of Hawaiian language printed material in the world. A coral-and-grass performance arena was added in 2011, hosting theatre, mele (music), and hula (dance) performances throughout the year. HMH offers school field trips, tours, history theatre performances, and has been awarded over 15 Po'okela Awards for Excellence in theatrical performance, writing, and direction. The grounds also hold a historical cemetery, a collections storage vault, a gift shop, and multi-purpose space used for various events (to include the convenings for this project).
HMH welcomes K-12 school groups, researchers, higher-education communities, and the general public onsite 6 days a week. We offer Docent-led and self-guided tours of the historic buildings, specialty programming and field trips, appointments to view materials in our archives, as well as remote access to our digital collections. Pre-pandemic, a total of 21,000 people visited HMH annually, with 70% of visitors from the local community, 20% were from neighboring islands and the Continental US, and 10% were international visitors. This year,

HMH has welcomed over 52 schools and 4,500 students onsite. An additional 10,000+ people access our digital collections regularly.

2. Describe the applicant's capacity to successfully achieve the proposed outcomes.
OR
Provide a plan to acquire the capacity to successfully achieve the proposed outcomes (including how the applicant has acquired similar capacity in the past).

Responses should include organizational knowledge, staffing, fiscal resources, facilities and other resources, stakeholders and relationships, and other relevant resources. *(3,000 character count limit)*

Primary personnel (subject to change):
Michael Smola (Director of Education, HMH)
Hokulani Ofsthun (School Programs Manager, HMH)
Susan Pelfrey (Collections Curator, HMH)
Kyle Hart (Archivist/Librarian, HMH)
*resumes are included in the attachments

Support staff (some operating expenses allocated, including Indirect Costs):
Phil Acosta (Executive Director, HMH)
Cheye Alarcio (Financial Accounting Manager, HMH)
Duane Enck (Site Manager, HMH)

Teacher Trainers and Educators:
Jyoti Castillo, PhD (UH Manoa, School of Teacher Education)
Amber Strong (UH Manoa, College of Education)
And a cadre of Hawai`i public and private schools (name and schools TBD)
*Letters of support and commitment are included in the attachments.

Community Cultural Practitioners (TBD, pending availability):
Consultants with deep cultural knowledge will guide the planning & design of the project, ensuring alignment with Hawaiian values. This may include some of our Trustees whom we have collaborated with in the past and who have intimate knowledge of our programs and archival resources:
Hauʻoli Akaka (Kumu Hula, Cultural Specialist at Kamehameha Schools)
Hailama Farden (Sr. Director of Cultural Affairs at the Office of Hawaiian Affairs)
William Chapman (Dean of Historic Preservation and Museum Studies program at UH Mānoa)

D. Describe the applicant's sustainability and/or additional long-term benefit to the community

1. Provide a plan for sustaining and / or expanding activities beyond the applicable grant period. *(2,000 character count limit)*

This Partners in Change initiative is designed to have a lasting impact on both educators and students. By co-creating the curriculum with educators, we ensure that it is relevant, culturally responsive, and tailored to the needs of today's learners. The program instills an understanding of how Aliʻi, Kānaka Maoli, and missionaries collaborated at a pivotal time in Hawaiʻi's history, and the profound impact that had on the world we live in today. The digital resources we produce will serve as a lasting educational legacy, empowering future

generations to connect with and learn from Hawai'i's history. Furthermore, this project will foster a sense of community and shared purpose/ownership among educators, students, and cultural practitioners, reinforcing the importance of preserving and sharing our collective heritage. Through thoughtful planning, collaboration, and innovative use of technology, Partners in Change will set a new standard for history education in Hawai'i and beyond.
We are committed to the long-term success of this initiative. The programs/curriculum/activity modules that we co-develop will be utilized for future (hopefully revenue-generating) programs and grant proposals. The collaboration with educators enriches the curriculum and strengthens the educational community in Hawai'i, creating a lasting impact on both teachers and students. We also plan to "market and monetize" access to the curriculum and our digital archives to the Hawaii Department of Education (HIDOE) and the Hawaii Association of Independent Schools (HAIS), in hopes that these will be utilized as credible and primary sources for further development of their Hawaiian History curriculum. Additionally, by building a digital archive and offering ongoing professional development for educators, we ensure that the Partners in Change curriculum remains a living resource that continues to evolve and benefit students for years to come.

2. Describe the applicant's capacity and resources to carry out the above plan (staffing, funding, etc.) beyond the grant period. *(2,000 character count limit)*

The Hawaiian Mission Houses Historic Site and Archives (HMH) has a strong organizational capacity and infrastructure to sustain the Partners in Change initiative beyond the grant period. HMH benefits from a highly skilled team of historians, archivists, and cultural practitioners dedicated to delivering high-quality programs. The organization also has an established track record of securing diversified funding through private donations, membership programs, ticketed events, and partnerships with local and national foundations, ensuring financial stability for long-term projects.
Our partnerships with educators, local schools, and community organizations further expand our capacity to implement and sustain this initiatives. Through the relationship that we develop with the Teacher Trainers and Classroom Teachers, we will market the program to the larger teaching/education community (public & private schools, local College & Universities, sister-schools on the US Continent & beyond). This will help us in our efforts of recruiting future cadres of teachers, and encourage new schools to utilize our co-developed curriculum, onsite resources, and digital archives. The creation of a digital archive and virtual resources ensures accessibility and continuity, as these tools will remain valuable educational assets for years to come.
We are also seeking additional funds from the McInerny Foundation along with a contribution from the James Hunnewell Family Education Fund as a potential cost share. We have submitted proposals for complementary programs (e.g., leveraging AI/AR/VR technology and website enhancements into our exhibits) to national organizations such as IMLS (Institute of Museum and Library Studies) and NEH (National Endowment for the Humanities). HMH is also investing in professional development, and technology upgrades to enhance the efficiency and reach of its programs. By leveraging its existing resources and collaborative networks, HMH is well-positioned to maintain and expand this program beyond the scope of initial grant funding.

E. No CITY funds or assistance. The highest consideration will be given to applicants that do not receive other funding or any form of assistance from the CITY. While applicants that receive other funding or assistance from the CITY may apply for Grants in Aid funding, the extent of funding or assistance already received in relation to services provided must be considered prior to awarding Grants in Aid funds. A percentage of the sub-total criteria points will be awarded to Grantees based on the criteria below and the information about past funding / assistance from the CITY that follows.	
The applicant has received no award from the CITY within the last 3 years.	**10%**
The applicant has received 1-2 awards from the CITY within the last 3 years.	**7%**
The applicant has received 3-5 awards from the CITY within the last 3 years.	**5%**
The applicant has received between 6-9 awards from the CITY within the last 3 years.	**3%**
The applicant has received 10 or more awards from the CITY within the last 3 years.	**0%**

GRANTEE RECEIPT OF CITY GRANTS

Identify all CITY grants received by Grantee (or Fiscal Sponsor) in the last three (3) years. Information will be verified by the CITY.

1. Grant Activity Name & Contract #: Hands-on Place-based History Education (CT-DCS-2000045)
   Grant Period: Oct 2019 – Mar 2021 Grant Amount: $124,973
   Grant Purpose: Hawaiian Culture & History Education
   Grant Activity Status: ☐ Underway ☒ Completed ☐ Canceled
   Administrating Division: DCS

2. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

3. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

4. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____

E. Age Friendly Honolulu (Complete only if applying for the bonus points)
Consideration is to be given to applicants that incorporate the vision and goals of the Age-Friendly Honolulu Program (as codified in ROH Chapter 2, Article 22), including but not limited to (1) enabling residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active; and (2) removing barriers to inclusion for and providing support services to vulnerable residents and/or have physical limitations.

If awarded bonus points for being an Age-Friendly Honolulu project, the Grantee will be subject to additional reporting requirements, including but not limited to name, age, and physical location of seniors being served by the project.

To be eligible for the bonus points as an Age-Friendly Honolulu project an organization must demonstrate the proposal aligns with Age-Friendly Honolulu's priorities by completing the following TWO steps:

1) Go the following website https://www.hiphi.org/age-friendly-honolulu/ to access an Age-Friendly Honolulu training video. The video should be watched by at least one (1) person from the non-profit organization in a leadership position (Executive Director, Administrator, or equivalent). This video will define an "age-friendly city" and explain what types of projects align with the Age-Friendly Honolulu Vision.

2) Complete the section below by selecting which Age-Friendly Honolulu category best fits the activities of your organization and providing a brief description of how your proposal is an Age-Friendly Honolulu project.

☒ Enabling Residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active, particularly at the oldest ages

☒ Providing Kupuna with meaningful roles in the community, including mentors, volunteers, or through intergenerational programming

☐ Removing barriers to support community inclusion and accessibility for persons of all abilities.

3) How is your proposal an Age-Friendly Honolulu Project and explain how your organization can meet the additional reporting requirements if awarded? *(2,000 character count limit)*

This project is aligns with the Age-Friendly Honolulu Project as it recognizes the invaluable role seniors play in preserving and sharing cultural knowledge. By engaging our kūpuna (elders) as cultural practitioners, docents, volunteers, and mentors, the initiative fosters intergenerational learning and community connection. Kūpuna bring lived experiences, traditional knowledge, and historical insights that enhance the authenticity and depth of the curriculum.
We currently have a kūpuna who are guiding site tours, sharing oral histories, participating in History Theatre performances, and volunteering for various events. We plan to empower our kūpuna by expanding their involvement in new ways through this initiative, possibly mentoring educators and students and/or serving as Cultural Practitioners. Their involvement enriches the program and creates opportunities for social engagement, respect and appreciation for their expertise, and a celebration of their important role as cultural stewards. This inclusive approach ensures that learning is collaborative, dynamic, and rooted in the wisdom of Hawai'i's elders.

APPENDIX A: TIER II GRANT PROPOSAL (Grants $25,000 to $150,000)
SOLICITATION NO. RGP-DCS-GIA2026

SECTION I: SUMMARY

A. Grantee Legal Name:	HE ALA HOU O KE OLA Inc
B. Is Grantee a Fiscal Sponsor?	☐ Yes ☒ No
C. Grant Activity Name:	2026 Basic Program Track Funding

D. Briefly describe the Grantee's background, history (including year established), and mission.

HE ALA HOU O KE OLA —meaning "A New Path of Life"—is a nonprofit Community Reintegration Program founded in 2012. Also known as HAHOKO, offers men a transformative pathway to reintegrate into society with purpose, stability, and self-sufficiency.

HAHOKO is committed to helping homeless and formerly incarcerated men who struggle with substance abuse and mental health challenges, providing them with the support they need to rejoin society as productive, contributing members. The organization's mission is to create a strong foundation for these individuals through safe, structured housing, essential resources, and compassionate guidance.

Today, HAHOKO operates six Clean & Sober Homes and a licensed Therapeutic Living Program that provides a full spectrum of services, including substance abuse treatment, workforce development, and life skills training. As a Medicaid-approved provider of Community Integration Services, HAHOKO also helps homeless and at-risk individuals secure permanent housing, paving the way for lasting change.

E. Briefly describe the Grant Activity and public need being filled.

The grant activity, HAHOKO's **Basic Program Track**, is an initiative to aid and support the homeless and/or disadvantaged individuals. It provides a Therapeutic Living Program, Clean & Sober Housing, as well as various services and development opportunities to registered participants.

This solution addresses the public's current issues of homelessness, alcohol/drug abuse and recidivism which is usually the cause of most criminal activities, health issues, poverty and violence.

There are 6 **Clean and Sober Homes** located in Honolulu with capacity up to 45 beds. HAHOKO has acquired a new facility which will increase the capacity for clean & sober housing Phase 3-4 by 12 additional beds. This facility will also increase HAHOKO Therapeutic beds by 8 for a total of 16. This facility is expected to be fully operational by March of 2026.

This grant will allow HAHOKO to double our capacity from 24 intakes per year to 44 into Therapeutic Living Program Phase 1 & 2

F. Briefly summarize Grant Activity outcomes and measures of success, including number and description of those served.

Basic Program Track is a program that provides shelter and programs to unfortunate individuals that offers them a second chance in life.

HAHOKO provides essential shelter and supportive programs for men facing hardships, giving them the opportunity to start anew. Some of the program's core objectives are to reduce criminal activities that pose risks to public safety, decrease homelessness, lower recidivism rates, and reduce the financial strain on public resources.

From January to October 2024, HAHOKO Therapeutic Living Program completed intakes for 65 men. Of those, 26 successfully transitioned to independent or stable environments, marking a 40% success rate. An average of 6 to 7 men joining the program per quarter, HAHOKO offers continuous support, addressing both housing and life skills to promote self-sufficiency.

Currently, HAHOKO aligns closely with the success benchmarks typical in the substance abuse recovery field, where transition rates range from 20% to 40% in structured housing programs. By offering structured support, HAHOKO achieves measurable outcomes that benefit both the individuals served and the broader community. Through this program, participants receive a vital second chance, ultimately contributing to enhanced community safety and effective public resource management.

G. Council District **Check all districts that will benefit from the Grant Activity. Provide the amount requested per district. Amounts must be in <u>whole</u> numbers only.**		
☐ District 1 $	☐ District 2 $	☐ District 3 $
☐ District 4 $	☐ District 5 $	☐ District 6
☒ District 7 **$ 150,000**	☐ District 8 $	☐ District 9 $
Total Amount Requested (must be $25,000 to $150,000)	**$150,000**	

H. Type of Grant Activity (pick <u>ONE</u> category that best reflects the Grant Activity):		
1. Public Services: Projects in this category will support qualified public services and programs for the target populations deemed by the CITY to be most vulnerable.		
☐ A. Public Service – Seniors	☐ B. Public Service - Children	☐ C. Public Service - Disabilities
☒ **D. Public Service – Homeless**	☐ E. Public Service – Domestic Violence	☐ F. Public Service – Substance Abuse
☐ G. Public Service – Mental Health	☐ H. Public Service – Other (describe):	
2. Arts, Culture, Community/Economic Development, and the Environment: Projects in this category will support the sustainable improvement in the well-being and quality of life of local communities, especially low- to moderate income areas.		
☐ A. Arts	☐ B. Culture	☐ C. Community Development
☐ D. Economic Development	☐ E. Environment	

CERTIFICATE OF BOARD OF DIRECTORS AND NO OBLIGATION IN ARREARS

GRANTEE'S CERTIFICATION AND SIGNATURE

The undersigned, subject to personal liability and penalty under applicable law, certifies that he or she: (i) is authorized to sign this Grant Proposal; (ii) personally prepared or reviewed the matters found in this Grant Proposal (including any related documents/attachments); (iii) asserts all statements made in this Grant Proposal (including all attachments) are true, accurate and complete; (iv) has the requisite skills and knowledge to assert the foregoing certification; and (v) has complied and shall continue to comply with all applicable requirements of Chapter 6, Article 29 of the Revised Ordinances of Honolulu 2021, as amended, regarding private organizations receiving grants of public funds from the City and County of Honolulu.

David Makela — 11/20/24

Signature of Grantee (Fiscal Sponsor) Officer — Date

Printed Name and Title:

CERTIFICATE OF THE BOARD OF DIRECTORS NO OBLIGATIONS IN ARREARS

The undersigned of the Board ("Grantee") hereby certifies that the Grantee or any principal of the Grantee or sponsored organization (where the Grantee is a Fiscal Sponsor) is not in arrears on any financial or other obligation owed to the City & County of Honolulu, a municipal corporation of the State of Hawaii.

(Signature)

Christina EVERETT

(Print name)

CERTIFICATE OF THE BOARD OF DIRECTORS AUTHORIZATION TO ASSIGN AUTHORITY

The undersigned of the Board ("Grantee") hereby certifies that David Makila (name), Executive Director (title), has been authorized by the Board of Directors to sign proposals, contracts, and related documents on behalf of the Grantee. Accordingly, I hereby assign the authority by the Board to execute proposals, contracts, and contract amendments on behalf of the Grantee, and further certify that the assigned is given the power and authority to do all things necessary to implement, maintain, amend, or renew such contracts, including but not limited to the delegation of signing authority to another employee of the Grantee.

(Signature)

(Print name)

STATE OF HAWAII)
CITY AND COUNTY OF HONOLULU)

On this 20 day of November, 2024, before me appeared Christina Everett, personally known to me, who, being by me duly sworn, did say that he/she is the Corporate Secretary of He Ala Hou O Ke Ola, Inc. and that the corporation has no corporate seal, and that said instrument was signed in behalf of said corporation by authority of its Board of Directors, and said she acknowledged said instrument to be the free act and deed of said corporation.

DONNA W. TAUANIU NOTARY PUBLIC No. 23-71 STATE OF HAWAII

Notary Public, State of Hawaii

My Commission Expires: 02.27.27

Doc. Date: 11/20/24 # Pages 1
Name: Donna W. Tauaniu 1st Circuit
Doc. Description: Certificate of the Board of Directors No Obligations

Signature Date

NOTARY CERTIFICATION

SECTION II: GRANT ACTIVITY INFORMATION

A. Describe how the community need, stated problem/issue, and target population are effectively validated. The description must include how the public services' target population is vulnerable or how the arts, culture, community/economic development, or environmental activities will especially support low- to moderate-income areas.

1. Provide substantive data and other qualifying information to demonstrate how the problem/issue impacts the target population and is a community priority that needs to be addressed.

The issues of homelessness, substance abuse, and recidivism in Honolulu present significant challenges to public health, safety, and the quality of life within the community. These interconnected problems primarily affect vulnerable populations, including low- to moderate-income individuals, Native Hawaiians, and those with mental health and substance use disorders. The data provided offers a clear demonstration of how these challenges disproportionately impact the target population, emphasizing the need for comprehensive and preventive programs

Homelessness
Hawaii continues to have one of the highest per capita rates of homelessness in the U.S., with Oahu accounting for a significant portion. As of January 2024, Oahu's homeless population grew by 11.6% from the previous year, reaching 4,494 people. Among them, 62% were unsheltered, living in public spaces such as streets, beaches, and parks. Native Hawaiians and Pacific Islanders made up 51% of the homeless population, highlighting systemic disparities. Additionally, the Waianae Coast had the highest concentration of unsheltered individuals on the island, with chronic homelessness accounting for 40% of the population. This increase further underscores the strain on public resources and the urgency of comprehensive solutions.

Substance Abuse
Substance use disorder remains a major barrier to stability and recovery for many experiencing homelessness. On Oahu, 26% of the homeless population reported substance abuse issues in 2024, contributing to difficulties in securing housing and employment. These challenges are compounded by limited access to treatment services, leaving individuals vulnerable to cycles of addiction and homelessness.

Recidivism
Recidivism in Hawaii remains a pressing concern. Nearly 60% of individuals released from incarceration return to prison within three years. This statistic reflects gaps in post-incarceration support, including housing, employment opportunities, and substance abuse treatment. The high recidivism rate continues to burden the criminal justice system and communities, underscoring the need for reintegration programs that address these systemic challenges.

Implications
The interconnected issues of homelessness, substance abuse, and recidivism require holistic solutions. Programs that combine supportive housing, addiction treatment, workforce development, and community reintegration can help break these cycles. Addressing the root causes will not only benefit individuals but also improve public safety, health outcomes, and community well-being in Honolulu.

B. Describe the proposed plan

1. Provide a description of the Grant Activity. This description will be used as the scope of services in the contract. Describe why you chose this Grant Activity and how it will effectively address the community's problem / need.

Provide a description of Grant Activity. This description will be used as the scope of services in the contract:

HAHOKO's Basic Program Track initiative, is a program carefully designed to meet the needs of homeless and/or previously incarcerated men struggling with substance abuse/mental health issues, who have a desire to make a successful transition back into society as productive contributing members. Each participant will progress through four structured phases designed to educate, equip, and prepare them for success in independent housing—the ultimate goal, represented by a fifth phase. HAHOKO will guide participants through each phase at their own pace, acknowledging that each person's journey to readiness for independent living will vary. Consequently, Phase 5 does not have specific deliverables under this grant, as its focus is to provide ongoing support for participants until they are fully prepared for independent housing.

To achieve this, HE ALA HOU O KE OLA will deliver the following grant-supported activities, all aimed at equipping participants for independent living. The emphasis will be on providing the tools and support necessary to foster self-sufficiency and long-term success.

Therapeutic Living Program

Phase 1 - Educate

- Obtain SNAP, General Assistance, Medical
- Build Support Network (Peer Support, Case Manager, Counselor, Therapist etc.
- Enroll into Substance abuse treatment
- Enroll into Life Skills Development classes
- Enroll into Workforce Development Training

Phase 2 - Equip

ACQUIRE PERSONAL IDENTIFICATION

- State ID
- Social Security
- Birth Certificate

ACQUIRE

- Obtain Buss Pass
- Obtain Free Phone
- Build A Resume
- Interview Etiquette 1 on 1
- Complete Phase 3 Curriculum
- Complete Personalized Plan Of Success With Life Coach
- Obtain Employment

Clean & Sober Housing

Phase 3 - Prepare

- Learning how to live independently in structured and supportive environment

Phase 4 - Graduation - Permanent Housing

Phase 5 - Independent Housing

Describe why you chose this Grant Activity and how it will effectively address the community's problem / need.

HAHOKO has chosen this Grant Activity to address critical barriers to accessing residential treatment, particularly for those who have been underserved and overlooked in traditional models. Currently, limited options exist for individuals who are homeless, previously incarcerated, or struggling with substance use and mental health challenges. This initiative represents an innovative, holistic approach designed to meet individuals at the earliest stages of sobriety, often when they lack support, tools, or resources to initiate meaningful change.

Root problems to Homelessness, and recidivism are lack of Treatment, Housing, and Employment - HAHOKO's Basic Program Track provides a comprehensive framework for participants to overcome barriers and rebuild their lives. Beginning with residential treatment, participants receive tailored care to address addiction and mental health issues. They then transition into stable, Clean & Sober Housing, fostering a safe and structured environment to maintain progress. Simultaneously, the program integrates workforce development to help participants gain employable skills, find gainful employment, and achieve economic independence.

By providing support from day one, this program equips participants with essential life skills, guidance, and opportunities to break cycles of addiction and instability. With the combined power of treatment, housing, and employment, HAHOKO enables participants to transition from survival to stability, freedom, and purpose—ultimately transforming both their lives and the broader community.

HAHOKO will leverage this grant opportunity to cover lease expenses for both the original HAHOKO Impact Center and the newly opened HAHOKO Impact Center 2, launching in January 2025. This new facility enables HAHOKO to expand its capacity to support Phase 1 and Phase 2 participants, providing an additional 8 beds specifically designed for individuals in the early stages of recovery and reintegration.

In addition to this expansion, HAHOKO will increase its capacity to serve participants in Phase 3 by adding 12 more beds within its Clean & Sober Housing program. These additional beds will support individuals who have progressed beyond initial treatment phases and are working toward sustained independence and stability. Through this enhanced infrastructure, HAHOKO is positioned to meet the growing demand for supportive housing and structured treatment, allowing more individuals to benefit from a continuum of care designed to lead them toward lasting sobriety, community reintegration, and personal empowerment.

2. Provide measurable outcomes, describe how outcomes are aligned with the purposes and priorities of the Grants in Aid Fund, and describe how outcomes directly benefit the target population.

Public Services should begin with a statement of the number of individuals that the Grant Activity will directly benefit during the Grant Term.

Activity	October 2026 – September 2027			
	Q1	**Q2**	**Q3**	**Q4**
Intake and registration of new program participants-Therapeutic Living Program (TLP)	11	11	11	11
Clean and Sober Housing transition	6	6	6	6
Participants achieving employment	3	3	3	3

Outcomes are aligned with the purposes and priorities of the Grant In Aid Fund:

Housing Stability: By providing safe and structured housing through their Therapeutic Living Program and Clean and Sober housing initiatives, HAHOKO has successfully contributed to reducing the number of individuals experiencing homelessness. This has led to improved stability and security for program participants, fostering a sense of belonging and community integration.

Rehabilitation and Reintegration: Through its individualized rehabilitation plans, HAHOKO has facilitated the successful reintegration of formerly incarcerated individuals and those struggling with substance abuse back into the community. The organization's holistic approach to addressing the root causes of recidivism and addiction has resulted in a significant reduction in the rates of relapse and reoffending among program participants.

Vocational Training and Employment: HAHOKO's vocational training programs, and other skill development initiatives, have empowered program participants with essential job skills, fostering self-sufficiency and financial independence. By equipping individuals with the necessary tools and training, the organization has enabled many to secure gainful employment and pursue meaningful career paths, thereby positively impacting the local workforce and economy.

Reduced Strain on Social Services: By effectively addressing the root causes of homelessness, substance abuse, and recidivism, HAHOKO has alleviated the strain on local social services and resources, allowing for more efficient allocation of community resources toward other critical needs. This has resulted in an overall improvement in the community's well-being and the effective utilization of public funds.

3. Provide an action plan to achieve the stated measurable outcomes. If the Grant Activity involves a partnership, provide a description of each partner's role. Must include measurable milestones, specific events, or other performance measures appropriate to achieving the outcomes.

Partnership,and description of each partner's role covered in C1

HAHOKO is open to the community and is continuously accepting vulnerable individuals who are either homeless, have alcohol/substance abuse disorder and/or previously incarcerated. These

individuals are usually referred to the program by various groups/organizations or individuals directly register themselves through the HAHOKO program.

Basic Program Track is a carefully designed 5-phased system with 2 main phases:

- Therapeutic Living Program (TLP) and
- Clean and Sober Housing (CSH)

HAHOKO will increase capacity of Phase 1 & 2 TLP beds from 8 to 62 beds by January 2025,by adding an additional 8 beds at the new Kalani Facility this will allow HAHOKO to double its capacity of intakes from a minimum of 24 intakes per year to 44. Puuhale Rd TLP - 8 beds, Kalani St TLP 8 beds.

HAHOKO will increase capacity of Phase 3 & 4 CSH beds from 50 to 62 beds by Janurary 2025,by adding an additional 12 beds at the new Kalani Facility this will allow HAHOKO to double its capacity of intakes from a minimum of 12 intakes per year to 24.

Providing a wide variety of Workforce development such as hands-on as well as classroom experience, assistance with making resumes, Interview etiquette, job placement with ensure assisting minimum 3 participants per quarter to achieve employment.

4. Provide a budget narrative that explains how the budget in Section III will achieve the desired outcomes.

The proposed budget in Section III will assist HAHOKO to carry out their programs, initiatives, and services, while providing support to increase the number of intakes into Phase 1 from 24 participants to 44 participants per year. Funding will allow the Basic Program Track initiative to fulfill its mission effectively by gaining stability which contributes to the organization's sustainability and strategic growth. It will sustain the main key areas of HAHOKO program which are:

Office space, facilities– allows the administration to continue their day-to-day operations.

Phase 1 & 2 Therapeutic Living Program (TLP) – A state licensed facility, rental expenses for this program have been added to the budget under HAHOKO Impact Center. The current facility structure has the organization's office at the bottom level of the building, classroom space for treatment classes etc. While the top level of the structure is the living quarters where clients are accommodated and sheltered. This grant will also help with rental expenses for the Kalani st new facility providing 8 beds for Phase 1 & 2 Therapeutic Living Program.

Phase 3 Clean and Sober Housing (CSH) – Rental expenses for this housing facility has been added in the budget as part of the Basic Program Track. Rental expenses for one (1) of our seven (7) Clean and Sober Housing facilities has been proposed in the budget as this will allow the organization to transition individuals and continue to an independent living under this program. This grant will also help with rental expenses for the new Kalani facility providing an additional 12 beds for Phase 3 & 4 Clean & Sober Housing.

The applicable budget form is attached to this application. The applicant shall provide its anticipated quarterly funding requests for the fiscal year of 2024:

Q1	Q2	Q3	Q4	Total Grant
$37,500	$37,500	$37,500	$37,500	$150,000

HAHOKO is currently not pursuing other sources of grant funding for the Basic Program Track initiative.

5. Provide a timeline that is complete, realistic and appropriate to achieve the desired outcomes. This timeline should also be reflected in Section IV.

The Basic Track Program is a year-round initiative designed to support disadvantaged individuals in their journey toward stability and independence. This grant activity specifically tracks participants progressing through the program's structured phases, from Phase 1 to Phase 5. While HAHOKO accepts participants directly into its Clean & Sober Homes from other treatment programs, the phased approach has been strategically developed to ensure participants build a solid foundation before advancing.

The program holistically addresses the physical, mental, emotional, and spiritual aspects of well-being, recognizing that men who transition directly into Clean & Sober Housing without fundamental tools and support often face greater challenges compared to those starting at Phase 1.

The Basic Program Track consists of two primary stages, as outlined in the diagram below:

1. Therapeutic Living Program – Phases 1 and 2: Participants receive intensive support and treatment to address core challenges, establish stability, and prepare for reintegration.
2. Clean & Sober Housing Program – Phases 3 to 5: Participants transition into a structured, semi-independent living environment that provides continued support, skill-building, and preparation for independent housing.

This phased model ensures participants receive tailored support at each stage, maximizing their chances of achieving long-term success.

HAHOKO Timeline

Target Population

Servicing men out of prisons, shelters and off the streets of Oahu





1

Length of phase 90 days

- Obtain Financial Assistance, SNAP, and medical
- Substance abuse treatment, Life skills, work force development, spiritual guidance.

2

- Free cell phone
- Develop resume
- Design plan of action
- Obtain all forms of Identification
- Obtain employment
- Complete Substance abuse treatment

3

Clean & sober Housing Length of stay 9 mo

- Transition to one of our clean & sober homes
- Money Smart Budgeting Classes
- Apply for rent subsidies

4

1 year Graduation

- Participants have a year Clean
- All the tools & resources they need
- Including plan of action for further success

5

Independent Housing

- Continued Support until permanently housed



Planned Monthly Deliverables for 2026-2027

Deliverable Activities per month	Oct 25	Nov25	Dec25	Jan26	Feb26	Mar26	Apr26	May26	Jun 26	Jul 26	Aug26	Sep26	Total
New client referral/walk in intake	-	-	11	-	-	11	-	-	11	-	-	11	**44**
Clean and sober housing transition	-	-	6	-	-	6	-	-	6	-	-	6	**24**
Participants Achieving Employment	-	-	3	-	-	3	-	-	3	-	-	3	**12**

The schedule in Section IV outlines the activity for the entire year which gives a best estimate of what is foreseen to be the average monthly intake for new clients into HAHOKO Therapeutic Living Program, From HAHOKO Therapeutic Living Program to Clean & Sober Housing, as well as the number of clients finding employment. HAHOKO address the 3 Pillars of long term sobriety. Housing, Substance abuse/Mental Health Treatment, and Employment.

C. Provide evidence of the agency's ability to perform the proposed grant activity through past performance, current capacity and/or plan to acquire the capacity to perform.

1. Provide data that demonstrates proven success in offering the same, similar, or related activities to achieve the proposed outcomes.

Since its inception in 2012, HAHOKO has played a crucial role in benefiting the community by addressing the homeless issue through a range of innovative and impactful solutions. The organization has provided and continues to provide a safe and supportive environment for individuals experiencing homelessness, alcohol/substance addiction, justice involved, offering emergency shelter, food, and hygiene. 60% of the population helped by the organization are homeless, while approximately 40% have come from incarceration having been released into our supervision and waiting to be sentenced. 100% have a history of drug and or alcohol addiction.

Beyond immediate relief, HAHOKO offers comprehensive case management services to create individualized housing plans, connecting clients with affordable housing options, and assisting with employment opportunities. Moreover, HAHOKO offers vital mental health and addiction counseling services, addressing underlying challenges that contribute to homelessness. By emphasizing collaboration with other service providers and community partners, the organization ensures a holistic and coordinated approach to tackling homelessness on Oahu.

Through these measures, HAHOKO is not only alleviating the immediate hardships faced by the homeless but also empowering individuals to regain stability, self-sufficiency, and ultimately, find their path to a brighter future.

HAHOKO has proven its value to society, especially to vulnerable and unfortunate individuals by providing tools, resources, and support to them as they transform their lives for the better. The vast impact in the community of Honolulu can be seen through the summary of data below:

In 2024, HAHOKO's Therapeutic Living Program (TLP) conducted intakes for 64 men entering Phase 1. These men were referred by a range of groups and organizations, including:

- Attorneys
- Case workers
- Ekolu
- BHCC
- Hope Ministries
- LCRS
- HIS
- Salvation Army
- One Love

26 men successfully transitioned to independent or stable environments, with 8 men currently housed in Therapeutic Living Program (TLP) marking a 53.125% success rate.

HAHOKO's Basic Program Track remains essential to the community's response to homelessness, alcohol/substance abuse and/or recidivism. The organization's holistic and coordinated approach to tackling homelessness on Oahu not only alleviates the immediate hardships faced by the homeless but also empowering individuals to regain stability, self-sufficiency, and ultimately, find their path to a brighter future.

2. Describe the applicant's capacity to successfully achieve the proposed outcomes.

Responses should include organizational knowledge, staffing, fiscal resources, facilities and other resources, stakeholders and relationships, and other relevant resources. ***(3,000 character count limit)***

Organizational knowledge and staffing is covered in section D2.

Fiscal resources is covered in section D1.

HAHOKO also partners with various community organizations and experts to enhance the program's impact. These collaborations provide access to specialized resources, services, and training opportunities, ensuring participants receive comprehensive support tailored to their unique needs. By combining peer mentorship with expert partnerships, HAHOKO delivers a well-rounded, transformative program that fosters resilience and long-term success.

Community Partners

Name of Community Partners	Description of Services	Type of Agreement (MOU/MOA/ Contract/LOI
Makana O Ke Akua	MOKU & HAHOKO make Referrals between agencies for housing and program services, leveraging resources.	**MOU**
Kinohi Mananui	Kinohi & HAHOKO make Referrals between agencies for housing and program services, leveraging resources. Through Kiniohi, HAHOKO is able to provide housing for females.	**MOU**
Dynamic Healing Center	Dynamic Healing Center contracts with HAHOKO to provide mental health and substance abuse services to participants in HAHOKO Clean & Sober Housing. Referrals for Housing are made between agencies. Through DHC, HAHOKO is able to provide housing for females.	**MOU**
Gino Behavioral Health	Gino Behavioral Health contracts with HAHOKO to provide mental health and substance abuse services to HAHOKO's program participants.	**MOU**
Touch A Heart	TAH offers paid internships in hands-on culinary training and instruction to acquire certification from the Hawai'i Department of Health as a Food Handler. Through TAH, participants engage in field trips, attend events with guest speakers, learn hard and soft skills, and participate in job placement services. TAH utilizes HAHOKO TLP and CSH as a referral source.	**MOU**
American Job Center of Hawaii	Under the Workforce Innovation and Opportunity Act (WIOA) QUEST grant, AJCH provides paid internship training in handyman services, commercial cleaning, professional auto detailing, and administrative services. AJCH utilizes HAHOKO TLP and CSH as a referral source.	**Support Letter**
Honolulu Community Action Program	HCAP offers monthly on-site services focused on employment goals, job readiness skills, and community employment resources such as job referrals and HOLO Card services. Through collaboration with HCAP, HAHOKO clients gain confidence and readiness for gainful employment and career fulfillment. HCAP utilizes HAHOKO TLP and CSH as a referral source.	**MOU**
Hele2Work (IHS)	To increase service delivery HAHOKO partners with Hele2Work IHS, who will provide job readiness pro bono services to referred HAHOKO participants, resume building, interview skills preparation and job leads. Hele2Work utilizes HAHOKO as a referral resource for TLP and CSH services.	**MOU**
Waikiki Health	HAHOKO collaborates with Waikiki Health Center by linking clients to quality medical and social services that are accessible and affordable, particularly for clients who are challenged with accessing services due to ongoing substance abuse and mental health issues.	**MOU**

Healthy Mothers Healthy Babies	HMHB provides physical exams, and TB testing for HAHOKO participants upon acceptance, and other medical services, including Alcohol Testing, and Food Distribution for HAHOKO participants. HAHOKO leverages this partnership to connect participants with pregnant partners or young children, ensuring comprehensive support for families.	**MOU**
Community Empowerment Resources - Ekolu Crisis Stabilization	HAHOKO makes referrals to Ekolu for homeless individuals, who can access support through HAHOKO once stabilized. HAHOKO refers participants to Ekolu for crisis stabilization, with participants accepted back to HAHOKO after stabilization. Ekolu utilizes HAHOKO as a resource for TLP program services and CSH services.	**MOU**
LCRS	HAHOKO makes referrals to LCRS for homeless individuals, who can access HAHOKO support once stabilized. HAHOKO refers participants to LCRS for crisis stabilization, with participants accepted back to HAHOKO after stabilization. LCRS utilizes HAHOKO as a resource for TLP program services and CSH services.	**MOU**
The Office of the Public Defender	The Office of the Public Defender collaborates with the HAHOKO's TLP and CSH to provide resources for their clients seeking supervised release out of the Oahu Community Correctional Center (OCCC). This partnership supports individuals transitioning back into the community after incarceration. By utilizing these resources, the Public Defender's Office can assist its clients in accessing structured living environments and programs that promote sobriety, rehabilitation, and successful reintegration into society. This collaborative effort may help reduce recidivism and support the clients' efforts toward positive and productive futures.	**Support Letter**

HAHOKO Facilities

Maliu 1 **Status: In Good Standing** **Registration No: CS10077** **Registration expiration: 04/24/2025**	1748 Maliu Street Honolulu, Hawaii. 96819	Structured living, Clean & Sober Environment, Spiritual Development, Life Skills & Employment Referral. Services provided at TLP are extended to HAHOKO's Clean & Sober Homes such as Community Integration Services to (Quest members), IOP, Workforce Development and Peer Support.
Maliu 2 **Status: In Good Standing** **Registration No: CS10078** **Registration expiration: 04/24/2025**	1748 Maliu Street Honolulu, Hawaii. 96819	Structured living, Clean & Sober Environment, Spiritual Development, Life Skills & Employment Referral. Services provided at TLP are extended to HAHOKO's Clean & Sober Homes such as Community Integration Services to (Quest members), IOP, Workforce Development and Peer Support.

Luapele **Status: In Good Standing** **Registration No: CS10099** **Registration expiration: 2026-03-21T10:00:00.000Z**	4461 Luapele Place Honolulu, Hawaii 96818	Structured living, Clean & Sober Environment, Spiritual Development, Life Skills & Employment Referral. Services provided at TLP are extended to HAHOKO's Clean & Sober Homes such as Community Integration Services to (Quest members), IOP, Workforce Development and Peer Support.
Ohenana **Status: In Good Standing** **Registration No: CS10098** **Registration expiration: 2026-03-21T10:00:00.000Z**	99-284 Ohenana Loop Halawa, Hawaii. 96701	Structured living, Clean & Sober Environment, Spiritual Development, Life Skills, & Employment Referral. Services provided at TLP are extended to HAHOKO's Clean & Sober Homes such as Community Integration Services to (Quest members), IOP, Workforce Development and Peer Support.
HAHOKO Impact Center **Status: In Good Standing** **License: OCHA #53-TLP** **Expiration June 30, 2025**	531 Pu'uhale Road Honolulu, Hawaii 96819	Room & Board, Clothing, Hygiene, Peer Support, IOP, Group & Individual Counseling, Life Skills, Workforce Development, Spiritual Guidance, Community Integration Services, Recreational Activities.

Brand New Facility located only a few blocks away from the HAHOKO Impact Center

HAHOKO Impact Center 2 **Status:** In the process for licensing with OCHA, and accreditation with ADAD for 8 beds Therapeutic Living Program.	1823 Kalani St Honolulu, Hawaii 96819 **Unit 8 & 6**	**HAHOKO anticipates this new facility to be fully operational by March 2025** Room & Board, Clothing, Hygiene, Peer Support, IOP, Group & Individual Counseling, Life Skills, Workforce Development, Spiritual Guidance, Community Integration Services, Recreational Activities.
HAHOKO Impact Center 2 **Status:** In the process of certification with ADAD for 16 beds Clean & Sober Housing.	1823 Kalani St Honolulu, Hawaii 96819 **Unit 2,3,4,5**	**HAHOKO anticipates this new facility to be fully operational by March 2025** Structured living, Clean & Sober Environment, Spiritual Development, Life Skills, & Employment Referral. Services provided at TLP are extended to HAHOKO's Clean & Sober Homes such as Community Integration Services to (Quest members), IOP, Workforce Development and Peer Support.

HAHOKO has been serving this population since 2012 with their holistic and structured and effective approach to manage homelessness in Oahu. They have been providing residential rehabilitation through their **Basic Program Track** initiative since inception and has proven to have helped numerous individuals.

The program follows two (2) stages for participants to complete:

1. Therapeutic Living Program
2. Clean and Sober Housing

Therapeutic Living Program this stage serves as a foundation for rehabilitation, offering safety and stability to men that have been experiencing homelessness, and or substance abuse, as well as men that have been previously incarcerated. The individuals are provided with a secure environment with 24-hour staffing where individuals can focus on recovery.

Having a safe place to live is a critical component in breaking the cycle of addiction, homelessness, and recidivism offering hope and a path towards a better future. The goal is to educate, equip and prepare Program participants to reintegrate into the community as positive contributing members of society. Participants will complete the following development before transitioning to one of our clean & sober homes.

- Obtain SNAP, Financial Assistance, and Medical
- Obtain all forms of Identification (ID, Security Card, Birth Certificate)
- Complete IOP through our partner agency Dynamic Healing Center
- Complete curriculum which consists of:
    - Case Management
    - Life Skills Development
    - Substance Abuse Treatment
    - Vocational Development

The average stay for participants ranges approximately 90 days. After 90 days, the focus is to assist the participant in obtaining employment. Once this is achieved, participants will transition to the second stage of the program, Clean and Sober Housing.

Clean and Sober Housing plays a pivotal role in the rehabilitation process, offering participants a valuable opportunity to transition to an environment that upholds the consistent core values and structured approach found in our Therapeutic Living Program.

In these homes, participants continue their journey towards recovery with the same dedicated staff members who have been supporting them throughout their rehabilitation, all while they prepare to one day transition into a home of their own. This continuity and familiar support system help to create a seamless transition, maintaining the progress and stability achieved during their treatment. These homes provide a safe and nurturing space for the participants to further reinforce the positive changes they've made.

HAHOKO's mission is focused on empowering struggling individuals to reintegrate into the society. They are successful in doing so as most of the organization's members have previously been homeless, or suffered from alcohol/substance abuse, or previously incarcerated. By allowing their

members to help run their program, and assist the vulnerable population, they are able to do this successfully as they can set as a living proof that second chances in life do exist.

D. Describe the applicant's sustainability and/or additional long-term benefit to the community.

1. Provide a plan for sustaining and / or expanding activities beyond the applicable grant period.

HAHOKO's Workforce Development Programs provide participants with hands-on training in various fields and trades, equipping them with essential job skills while supporting the organization's mission. These programs are designed to give participants valuable work experience and help generate revenue to sustain HAHOKO's operations.

One example is **Impact 808 Auto Detailing**, a social enterprise that helps fund HAHOKO's work while providing practical training for program participants. This initiative not only covers some of the organization's operational expenses but also builds community connections, raises awareness, and allows the public to support HAHOKO by using its services. Through these enterprises, HAHOKO strengthens community bonds and garners support for its mission.

By building essential job skills, participants become more competitive in the job market and more self-reliant. Once training is complete, participants are placed in jobs where they can apply their new skills, setting them on a path toward lasting employment and independence. HAHOKO is also developing additional social enterprises that will provide income to the organization and hands-on training to participants. Planned ventures include:

- HAHOKO Food Services
- HAHOKO Handyman Services
- HAHOKO Landscaping Services
- HAHOKO Commercial Cleaning Services

Each of these enterprises will further empower participants and contribute to HAHOKO's sustainability.

2. Describe the applicant's capacity and resources to carry out the above plan (staffing, funding, etc.) beyond the grant period.

The Basic Program Track initiative is led by a team with lived experience in homelessness, substance abuse, and incarceration. These mentors bring empathy and firsthand knowledge to guide participants, offering relatable and effective support. Their approach emphasizes dignity, respect, and practical strategies, ensuring participants feel understood and encouraged.

Staff Name	Qualifications	Position and Responsibilities

David Makilan Executive Director (ED)	13 years experience in providing supportive services to individuals with substance use disorder, 15 years lived experience.	Designated operating authority under the Board of Directors, responsible for overseeing all agency activities, including administrative and managerial functions. The ED serves as the primary representative of HAHOKO in contractual agreements with regulatory agencies and other stakeholders. The ED directly supervises the Director and Co-Director of CSH, the Program Director of TLP, and the Director of Workforce Development, ensuring alignment with the organization's vision, mission, goals, and policies.
Nicholas Johnston Program Director (PD)	25 years lived experience. 3 year experience providing supportive services to individuals with substance use disorde	Is responsible for coordination, operation, and administration of HAHOKO Impact Center TLP, vocational, and life skills program services. The PD evaluates and modifies policies and procedures, establishes professional standards, designs and administers a quality control program for HAHOKO staff, and is able to make administrative decisions. The PD provides leadership and guidance to the program staff to ensure the delivery of high-quality care. The PD acts as a liaison between the organization and regulatory authorities such as OHCA and ADAD and ensures compliance with Hawaii Title 11 Chapter 98 regulations. The PD possesses extensive experience in business accounting and administration, strong leadership skills, and a commitment to maintaining a safe and structured program for clients
Alissa Gino, LMHC, CSAC Clinical Director Licensed Mental Health Counselor, Certified Substance Abuse Counselor	14 years Licensed Mental Health Counselor, 15 years Certified Substance Abuse Counselor.	Contracted under Gino Behavioral Health, CSACs lead counseling sessions, provide evidence-based interventions for substance use disorders, and develop personalized treatment plans for clients. They offer education, support, and resources to empower clients in their journey towards sobriety. CSACs also supervise ADAD Certified Substance Abuse Peer Specialists. HAHOKO plans to hire a CSAC for long-term employment as it pursues accreditation and expands its Behavioral Health Services.
Amanda Gino LCSW, CSAC, JD Licensed Clinical Social Worker, Certified Substance Abuse Counselor CSAC	8 years CSAC experience, 6 years LCSW experience.	Contracted under Gino Behavioral Health, CSACs lead counseling sessions, provide evidence-based interventions for substance use disorders, and develop personalized treatment plans for clients. They offer education, support, and resources to empower clients in their journey towards sobriety. CSACs also supervise ADAD Certified Substance Abuse Peer Specialists. HAHOKO plans to hire a CSAC for long-term employment as it pursues accreditation and expands its Behavioral Health Services.

Melvin Ah Yun Operations Manager (OM)	10 years experience providing supportive services to individuals with substance use disorder, 45 years lived experience.	Ensuring the efficient and smooth operation of HAHOKO's facilities, the OM is responsible for managing various tasks related to participant care, facility maintenance, vehicle management, supervised release procedures, and client transportation. The OM must demonstrate strong organizational skills, attention to detail, and a commitment to maintaining the safety and professionalism of HAHOKO operations.
Bendy Sysomboun Chief Fiscal Officer (CFO)	10 years accounting & administrative experience, 12 years experience providing supportive services to individuals with substance use disorder.	Is responsible for managing the financial activities of the organization, maintaining accurate records, and bookkeeping practices in line with acceptable business standards. The CFO oversees and directs the day-to-day safety operations of HAHOKO and ensures the well-being of clients and staff. The CFO possesses extensive experience in business accounting and administration, strong leadership skills, and a commitment to maintaining a safe and structured program for clients.
Harvey Tomaselli Executive Assistant	ADAD Certified Substance Abuse Peer Specialist (CSPS), 1 year experience providing supportive services to individuals with substance use disorder, 14 years Administrative experience, 28 years lived experience.	Is responsible for coordination, operation, and administration of HAHOKO Impact Center TLP, vocational, and life skills program services. The PD evaluates and modifies policies and procedures, establishes professional standards, designs and administers a quality control program for HAHOKO staff, and is able to make administrative decisions. The PD provides leadership and guidance to the program staff to ensure the delivery of high-quality care. The PD acts as a liaison between the organization and regulatory authorities such as OHCA and ADAD and ensures compliance with Hawaii Title 11 Chapter 98 regulations. The PD possesses extensive experience in business accounting and administration, strong leadership skills, and a commitment to maintaining a safe and structured program for clients.
Anthony Pili Director of Clean & Sober Housing (CSHD)	12 years experience in providing supportive services to individuals with substance use disorder, 25 years lived experience.	Responsible for overseeing all of HAHOKO CSH facilities. Responsibilities include ensuring that each CSH maintains a safe, structured, clean, and sober environment in accordance with the standards set by the ADAD Clean & Sober Housing Registry. Additionally, the Director is responsible for spearheading the expansion of HAHOKO's CSH department, overseeing the establishment of new facilities and ensuring their compliance with regulatory standards.
Robin Uesato Co-Director of Clean & Sober Housing (CSHCD)	10 years experience in providing supportive services to individuals with substance use disorder, 15 years lived experience.	Shares responsibility for overseeing all of HAHOKO CSH facilities. Duties encompass ensuring that each CSH maintains a safe, structured, clean, and sober environment in alignment with the standards established by the ADAD Clean & Sober Housing Registry. The Co-Director collaborates in the expansion of HAHOKO's CSH department and establishing new facilities. The CoDirector manages all financial aspects of HAHOKO's CSH program, including rent, utilities, and other operational costs.

Christopher Flores Certified Substance Abuse Peer Specialist	ADAD Certified Substance Abuse Peer Specialist (CSPS), 20 years lived experience.	Plays a vital role in providing comprehensive support to participants facing challenges related to substance use disorder throughout each phase of the program. These peer specialists, certified by ADAD, leverage their shared experiences to offer a wide range of supportive services. CSPS lead support groups and provide one-on-one assistance, collaborating closely with participants on personalized recovery plans tailored to their specific needs. Advocating for rights and resources, they also offer education and coping skills, providing crisis support whenever necessary. Mentoring individuals based on their own experiences, these specialists facilitate community engagement and work closely with treatment teams to ensure holistic care for those they support. Additionally, they assist participants in obtaining essential documents such as State IDs, Social Security Cards, and Birth Certificates, ensuring access to necessary resources for their recovery journey. Through their empathy, understanding, and firsthand experience, ADAD Certified Substance Abuse Peer Specialist (CSPS) play a crucial role in empowering participants to overcome challenges and achieve lasting recovery.

Attached in this application are the resumes of some of these HAHOKO members who plays an integral role in accomplishing the organization's mission to focus and empower individuals struggling with homelessness, addiction and recidivism and reintegrate them back to the society as an independent and self-sustaining individuals.

FUNDING: As of October 2024 HAHOKO is an approved Contracted Provider with ADAD who has contracted HAHOKO to provide services such as Peer Specialist support, etc. HAHOKO is also a Medicaid Provider for Community Reintegration Services which provides case management geared towards assistance with obtaining permanent housing for HAHOKO Participants, as well as men, women, and families who are homeless or at risk of being homeless.

E. No CITY funds or assistance.

The highest consideration will be given to applicants that do not receive other funding or any form of assistance from the CITY. While applicants that receive other funding or assistance from the CITY may apply for Grants in Aid funding, the extent of funding or assistance already received in relation to services provided must be considered prior to awarding Grants in Aid funds. A percentage of the sub-total criteria points will be awarded to Grantees based on the criteria below and the information about past funding / assistance from the CITY that follows.	
The applicant has received no award from the CITY within the last 3 years. **The applicant has received 1-2 awards from the CITY within the last 3 years.**	**10%** **7%** **5%**

The applicant has received 3-5 awards from the CITY within the last 3 years. The applicant has received between 6-9 awards from the CITY within the last 3 years. The applicant has received 10 or more awards from the CITY within the last 3 years.	**3%** **0%**

GRANTEE RECEIPT OF CITY GRANTS

Identify all CITY grants received by Grantee (or Fiscal Sponsor) in the last three (3) years. Information will be verified by the CITY.

1. Grant Activity Name & Contract #: **GIA-CT-DCS-2500026**
   Grant Period: **2025-2026** Grant Amount: **$150,000**
   Grant Purpose: **HAHOKO Basic Program Track**
   Grant Activity Status: ☒ Underway ☐ Completed ☐ Canceled
   Administrating Division: **Office of Grants Management**

2. Grant Activity Name & Contract #:
   Grant Period: _____ Grant Amount:
   Grant Purpose:
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division:

3. Grant Activity Name & Contract #:
   Grant Period: _____ Grant Amount:
   Grant Purpose:
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division:

4. Grant Activity Name & Contract #:
   Grant Period: _____ Grant Amount:
   Grant Purpose:
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division:

5. Grant Activity Name & Contract #:
   Grant Period: _____ Grant Amount:
   Grant Purpose:
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division:

6. Grant Activity Name & Contract #:
   Grant Period: _____ Grant Amount:
   Grant Purpose:
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division:

7. Grant Activity Name & Contract #:
   Grant Period: _____ Grant Amount:
   Grant Purpose:
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division:

8. Grant Activity Name & Contract #:
   Grant Period: _____ Grant Amount:
   Grant Purpose:
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division:

9. Grant Activity Name & Contract #:
   Grant Period: _____ Grant Amount:
   Grant Purpose:
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division:

10. Grant Activity Name & Contract #:
    Grant Period: _____ Grant Amount:
    Grant Purpose:
    Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
    Administrating Division:

E. Age Friendly Honolulu

(Complete only if applying for the bonus points)
Consideration is to be given to applicants that incorporate the vision and goals of the Age-Friendly Honolulu Program (as codified in ROH Chapter 2, Article 22), including but not limited to (1) enabling residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active; and (2) removing barriers to inclusion for and providing support services to vulnerable residents and/or have physical limitations.

If awarded bonus points for being an Age-Friendly Honolulu project, the Grantee will be subject to additional reporting requirements, including but not limited to name, age, and physical location of seniors being served by the project.

To be eligible for the bonus points as an Age-Friendly Honolulu project an organization must demonstrate the proposal aligns with Age-Friendly Honolulu's priorities by completing the following TWO steps:

1) Go the following website https://www.hiphi.org/age-friendly-honolulu/ to access an Age-Friendly Honolulu training video. The video should be watched by at least one (1) person from the non-profit organization in a leadership position (Executive Director, Administrator, or equivalent). This video will define an "age-friendly city" and explain what types of projects align with the Age-Friendly Honolulu Vision.

2) Complete the section below by selecting which Age-Friendly Honolulu category best fits the activities of your organization and providing a brief description of how your proposal is an Age-Friendly Honolulu project.

N/A

☐ Enabling Residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active, particularly at the oldest ages

☐ Providing Kupuna with meaningful roles in the community, including mentors, volunteers, or through intergenerational programming

☐ Removing barriers to support community inclusion and accessibility for persons of all abilities.

3) How is your proposal an Age-Friendly Honolulu Project and explain how your organization can meet the additional reporting requirements if awarded? *(2,000 character count limit)*

N/A

APPENDIX A: TIER II GRANT PROPOSAL (Grants $25,000 to $150,000)
SOLICITATION NO. RGP-DCS-GIA2026

SECTION I
SUMMARY

A. Grantee Legal Name:	Healthy Climate Communities
B. Is Grantee a Fiscal Sponsor?	☐ Yes [x] No
C. Grant Activity Name:	Climate resilience through community forestry and environmental education

D. Briefly describe the Grantee's background, history (including year established), and mission. *(400 character count limit)*

In 2015 community volunteers initiated education for students about climate change, and worked with their families to plant and care for 20 native trees on the watershed of Hāmākua Marsh. These volunteers established Healthy Climate Communities (HCC) in February 2017 as a non-profit with the mission to educate the community and provide opportunities for residents to take action to fight climate change.

E. Briefly describe the Grant Activity and public need being filled. *(400 character count limit)*

Wildfire and flood hazards exacerbated by climate change are decreased by restoring a native dry low-land forest on the watershed of Hāmākua Marsh adjacent to apartment complexes and downtown Kailua. Engaging local schools and community groups in the work meets a demand for quality, accessible ʻāina-based education and for community connection to local natural resources through service.

F. Briefly summarize Grant Activity outcomes and measures of success, including number and description of those served. *(400 character count limit)*

The grant leverages existing HCC physical resources, relationships, and educational and community outreach staff (funded separately) to: 1. clear 50,000 square feet of invasive scrub, 2. prepare the area for planting with weed control and irrigation, 3. outplant 300 native trees, 4. maintain 4 acres of existing forest, and 5. host around 600 community volunteer and 800 student visits.

G. Council District
Check all districts that will benefit from the Grant Activity. Provide the amount requested per district. Amounts must be in <u>whole</u> numbers only.

☐ District 1 $	☐ District 2 $	[X] District 3 $106,374
☐ District 4 $	☐ District 5 $	☐ District 6 $

☐ District 7 $	☐ District 8 $	☐ District 9 $
Total Amount Requested (must be $25,000 to $150,000)	$106,374	

H. Type of Grant Activity (pick ONE category that best reflects the Grant Activity):		
1. Public Services: Projects in this category will support qualified public services and programs for the target populations deemed by the CITY to be most vulnerable.		
☐ A. Public Service – Seniors	☐ B. Public Service - Children	☐ C. Public Service - Disabilities
☐ D. Public Service – Homeless	☐ E. Public Service – Domestic Violence	☐ F. Public Service – Substance Abuse
☐ G. Public Service – Mental Health	☐ H. Public Service – Other (describe):	
2. Arts, Culture, Community/Economic Development, and the Environment: Projects in this category will support the sustainable improvement in the well-being and quality of life of local communities, especially low- to moderate income areas.		
☐ A. Arts	☐ B. Culture	☐ C. Community Development
☐ D. Economic Development	[x] E. Environment	

GRANTEE'S CERTIFICATION AND SIGNATURE

The undersigned, subject to personal liability and penalty under applicable law, certifies that he or she: (i) is authorized to sign this Grant Proposal; (ii) personally prepared or reviewed the matters found in this Grant Proposal (including any related documents/attachments); (iii) asserts all statements made in this Grant Proposal (including all attachments) are true, accurate and complete; (iv) has the requisite skills and knowledge to assert the foregoing certification; and (v) has complied and shall continue to comply with all applicable requirements of Chapter 6, Article 29 of the Revised Ordinances of Honolulu 2021, as amended (Link), regarding private organizations receiving grants of public funds from the City and County of Honolulu.

Lisa Marten — 10/31/24

Signature of Grantee (Fiscal Sponsor) Officer — Date

Printed Name and Title: Lisa Marten, Executive Director — 10/31/24

CERTIFICATE OF THE BOARD OF DIRECTORS NO OBLIGATIONS IN ARREARS

The undersigned of the Board ("Grantee") hereby certifies that the Grantee or any principal of the Grantee or sponsored organization (where the Grantee is a Fiscal Sponsor) is not in arrears on any financial or other obligation owed to the City & County of Honolulu, a municipal corporation of the State of Hawaii.

Karen Simmons
(Signature)

Karen Simmons
(Print name)

CERTIFICATE OF THE BOARD OF DIRECTORS AUTHORIZATION TO ASSIGN AUTHORITY

The undersigned of the Board ("Grantee") hereby certifies that Lisa Marten, Executive Director, has been authorized by the Board of Directors to sign proposals, contracts, and related documents on behalf of the Grantee. Accordingly, I hereby assign the authority by the Board to execute proposals, contracts, and contract amendments on behalf of the Grantee, and further certify that the assigned is given the power and authority to do all things necessary to implement, maintain, amend, or renew such contracts, including but not limited to the delegation of signing authority to another employee of the Grantee.

Karen Simmons
(Signature)

Karen Simmons
(Print name)

STATE OF HAWAII)
CITY AND COUNTY OF HONOLULU) ss.

On this 14th day of November, 2024, before me appeared Karen Simmons, personally known to me, who, being by me duly sworn, did say that he/she is the Secretary of Healthy Climate Communities and that the corporation has no corporate seal, and that said instrument was signed in behalf of said corporation by authority of its Board of Directors, and said Karen acknowledged said instrument to be the free act and deed of said corporation.

AMANDA C HOOVER NOTARY PUBLIC No. 24-49 STATE OF HAWAII

Amanda C. Hoover
Notary Public, State of Hawaii
My Commission expires: 3/24/28

Doc. Date: 11/14/24 # Pages 3
Name: Amanda C. Hoover 1st Circuit
Doc. Description: grant proposal

Amanda C. Hoover 11/14/24
Signature Date

NOTARY CERTIFICATION

AMANDA C HOOVER NOTARY PUBLIC No. 24-49 STATE OF HAWAII

SECTION II
GRANT ACTIVITY INFORMATION

A. Describe how the community need, stated problem/issue, and target population are effectively validated. The description must include how the public services' target population is vulnerable or how the arts, culture, community/economic development, or environmental activities will especially support low- to moderate-income areas.

Replacement of native forests with invasive scrub and grasses, combined with hotter weather and more extreme rainfall patterns associated with climate change, have increased hazards to surrounding populations. In addition, loss of most native lowland forests results in limited access for communities to use them for education, cultural practices, opportunities to reconnect with nature through service, and a source of seeds for further propagation.

The watershed of Hāmākua Marsh is part of this problematic trend and the area has been designated as an important place to restore by the National Forest and Wildlife Foundation's CREST tool. It earned a resilience hub score of 10/10, and site of community exposure and threat score of 7/10. It is immediately adjacent to densely populated multi-family housing developments which make up the properties with the lowest rents and purchase prices in Kailua. These properties contribute to the Title 1 designation for their elementary school.

Wildfires have increased on Oahu 400% since the 1960s. Guinea grass and haole koa cover the proposed project site are highly flammable during the dry season. The proposed native trees are both more fire resistant and also better keep limited rainwater in the local ecosystem. This is increasingly urgent as precipitation on Oahu declined 20% in the last century. Along with longer droughts, intermittent heavy rain events are becoming more frequent. The forest will better absorb heavy rains, reducing risk of rain-induced flooding which is currently managed with emergency City sand berm removal at the waterway ocean outfall site during heavy rains. The forest will also prevent erosion and siltation of the waterways. Siltation of other sections of the same waterway in Enchanted Lake and Kaelepulu stream have resulted in algal blooms and fish die off.

Residents are worried and believe action should be taken to restore native forests and reduce hazards, according to an MF3 Research State-wide survey in January 2024. Three-quarters of respondents said they are more worried about fire than five years ago. Respondents believed the following should be among priorities for investment: planting native trees (80%), protecting and restoring native forests (80%), removing and controlling invasive species (80%), preventing wildfire (75%), and reducing the risk of flooding (74%). These activities are exactly what the proposed grant would do. With over 1,200 adult and teen volunteers service visits so far in 2024, we know our local residents act upon these beliefs. The repeat volunteers are often kupuna, but youth sports teams, clubs, and a program for at-risk and incarcerated youth also volunteer.

There are few native lowland forests left. This project creates a reservoir of endemic trees and plants suited to that climate. This includes rare and endangered plants which HCC has been planting and caring for over the last 6 years.

A problem for native forestry in our state is the shortage of seeds. Once mature, plants at the site become a seed bank for future propogation. Already, past HCC plantings are producing seeds used by DLNR nurseries. HCC also provides seeds to local schools to germinate

plants at school and outplant them on the HCC site later in the school year. HCC set up a nursery at Kailua Intermediate which has been used since 2020. Kalaheo High School has incorporated the activity into their natural resource academy since 2022.

In addition to the environmental services described above, the grant activity facilitates access to ʻāina-based education for schools. The State of Hawaii Aloha+ Challenge identifies ʻĀina-based Education and Community Engagement as a measured priority for meeting our sustainability goals. HCC partner teachers also communicate the value they see in this type of education through program evaluations and through their repeat participation. In 2024 HCC hosted over 1,400 student field trip visits.

HCC is a member of Koʻolaupoko ʻĀina Aloha network of educators and a major shared challenge report by network members is bus transportation. The situation has been acute since COVID with buses being either completely unavaiable or triple the pre-COVID cost. However, even before COVID buses and their expense was a significant barrier.

The HCC site for the proposed grant activity is walking distance for six schools and their after school programs. HCC partner schools in walking distance are able to control their schedules and have no cost barriers so they are able to make repeat visits. For example, one Title 1 after school program comes once a month to add diversity to their curiculum. The students love the deep connection and are proud of their forest and how they have contributed to its growth.

Finally, plant materials are needed for cultural practices such as hala weaving and hale thatching. Plants on site are already used by cultural practitioners to harvest, but there are requests for additional groups to have access.

B. Describe the proposed plan

1. Provide a description of the Grant Activity.

We will restore a section of the watershed of Hāmākua Marsh, called Puʻu o Ehu, with a native lowland forest. Restoration of this site was chosen because of the large impact its unique location will have on the surrounding community through environmental, educational and cultural benefits.

We will expand the native forest by delimiting a contiguous 5,000 square foot area and preparing it for planting by clearing the invasive scrub, then installing weed control and irrigation. A mix of approximately 300 native trees will be planted there. Whenever possible they will be planted by children from our local schools. Planting a tree is a brief moment in a tree's life, but is one we have found to be very meaningful to participants.

We will maintain the previously planted forest by using staff as well as stewardship from school groups, community groups, and individual community members.

The environmental benefits include reduction of wildfire risk and reduced erosion which causes siltation of the wetland below and subsequent compromised water flow and quality. The wetland is home to three species of native endangered waterbirds and is fed only by the Puʻu o Ehu watershed and the storm drains of Kailua town. The wetland is part of a waterway which includes the degraded Kaʻelepulu stream and Enchanted Lake which become flood

hazards to adjacent residences during heavy rains. Additionally, the new forest will create a reservoir and seed bank for native lowland trees and plants, including endangered plants.

The educational and cultural benefits stem from the community forestry model that engages school students, community volunteers and cultural practitioners. Hands-on work and learning connects large numbers of participants to this place that is otherwise inaccessible and locked to protect the endangered birds. Finally, the forest resources such as flowers and leaves will be sustainably harvested for cultural practices such as hala weaving, hale thatching and laʻau lapaʻau.

The proposed GIA would fund core costs of site work through a full-time site manager and additional contracted labor. The site-manager will be a consistent presence to oversee and coordinate all work at the site. This includes managing volunteers and contracted labor, as well as participating in the work, procuring needed supplies, and communicating with other project staff (funded through other sources) to coordinate activities. Techniques and materials used have been worked out via trial and error over the last 9 years.

The grant activity includes teaching and assisting students and volunteers to participate successfully in community forestry. We can accomodate all ages and will find tasks appropriate for their skills. Educational initiatives outside the scope of the grant activity also benefit from having the forestry site in which to conduct science and cultural education.

2. Provide measurable outcomes, describe how outcomes are aligned with the purposes and priorities of the Grants in Aid Fund, and describe how outcomes directly benefit the target population.

Outcome 1: Clear 50,000 square feet of invasive scrub.
Cut and move scrub to surrounding gullies or uphill edge of the outplanting area.

Benefit: Removing the scrub reduces fire hazard and paves the way for planting a forest that will provide greater ecosystem services in terms of water rentention, carbon storage and biodiversity.

Outcome 2: Prep 50,000 square feet with ground cloth and irrigation.
This will require 14 rolls of 12’ x 300’ ground cloth secured with rebar staples. A network of irrigation timers and lines will be installed.

Benefit: This intensive preparation significantly enhances seedling survival rates and dramatically reduces maintenance burden. This organized set up also makes it easier for community volunteers to participate in subsequent weeding.

Outcome 3: 300 trees planted.
Tree seedlings appropriate to the terrain will be requested in advance from DOFAW. HCC will also work with participating schools to provide supplies to propogate and care for the seedlings for us. Species are likely to include koa, kou, wiliwili, ʻōhia lehua, lonomea, hala, lama, aʻaliʻi and loulu.

Benefits: These trees will absorb stormwater, decrease temperatures and store carbon. Their seeds will become available for future conservation efforts by HCC, DOFAW and others. Their leaves, flowers and one day even harvested branches will provide resources for cultural practitioners.

Outcome 4: 4 acres of forest maintained.
Irrigation system are monitored, repaired and removed. Seedling are periodically weeded. Seedlings are pruned to be structurally sound.

Benefit: People who visit the site, from pre-school to graduate school, can enjoy the beauty of the trees and plants and learn about them. As the area is easily visible from the road and neighboring apartment buildings, even those not on site can enjoy the beauty of the maturing forest.

Outcome 5: 800 student visits hosted.
Area schools are invited to the site and offered a tailored experience that meets the class's learning needs. No fees are charged.

Benefit: The students attending field trips are able to use the site as a natural science lab to connect concepts learned in school to the real world. For those that combine the field trip with lessons about climate change, they feel empowered to be part of the solution. They learn about natural resource careers. They make connections to native Hawaiian cultural practices.

Outcome 6: 600 volunteer visits hosted.
Outreach is conducted to community groups, businesses, clubs and teams. Volunteer opportunities are posted on social media and the website.

Benefit: Many community members want to mālama ʻāina and this provides a very accessible opportunity in a stunning location. In addition to the native forest, we are able to provide access to and education about the native birds that populate the wetland. Some regular volunteers live in the apartment complexes across the street where they do not have an opportunity to garden.

3. Provide an action plan to achieve the stated measurable outcomes.

Action Plan to be executed by grant-funded labor

1. New site preparation.
   - Clear the specified 50,000 square foot area of the watershed immediately adjacent to the existing forest. Staff and contractors cut invasive koa haole close to ground with chain saws. Debris is moved away from the planting area by the same crew as well as volunteers as available. Past techniques include creating human chains to pass the thin scrub to the edges of the cleared area.
   - Cover the cleared area, including guinea grass, with 12 foot rolls of ground cloth, overlapping about 4 inches. Use rebar staples made with community partner at Kapaʻa Quarry to secure the ground cloth. Ground cloth remains in place until shade canopy is established.
   - Extend drip irrigation lines from the main irrigation system and install battery operated timers. Irrigation remains in a newly planted section for one or two years.

2. Planting.
   - Flag planting spots every 10' or 12' and cut a slit in the ground cloth.
   - Select and source the appropriate number and species of seedlings for a planned group.

- Teach the students/volunteers how to plant properly and provide the needed materials.
- Oversee the student/volunteer planting.
- Install emitters and secure cut ground cloth and water lines with 6” staples.

3. Maintenance.
- Weed, teach and oversee weeding by volunteers.
- Check, adjust and repair irrigation lines.
- Prune, teach and oversee pruning by volunteers.
- Treat for pests.
- Remove and repurpose ground cloth and irrigation supplies when no longer needed in an area.

4. Management.
- Assess needs for materials and purchase.
- Pick up plants from nursery if needed.
- Communicate with education and community outreach staff to coordinate events and guide volunteer projects.
- Recruit and manage contract labor. Document hours and work accomplished.
- Prepare and submit required reports.

Partners

The restoration activities are conducted in close partnership with landowner Department of Natural Resources, Division of Forestry and Wildlife (DOFAW). DOFAW invests heavily in maintaining the wetland below and creating habitat conditions to increase the population of the endemic endangered wetland birds. They have supported the project since the start with native plants from the DOFAW nursery, provision of City water, technical help as needed.

Other partners include around 20 schools and afterschool programs, including many schools (DOE, charter and private) in Kailua. Their participation not only gives us an opportunity to fulfill our mission’s educational objectives, but it also opens the door to funding opportunities associated with education, provides seedlings as some schools grow them for us as part of their curriculum, and in the case of High School students, provides significant labor.

Finally, we partner with many community groups such as Rotary clubs, local businesses, churches and sports teams who want an opportunity to do service.

4. Provide a budget narrative that explains how the budget in Section III will achieve the desired outcomes.

The budget is mostly (91%) devoted to salary and benefits for a full-time site manager with expertise in horticulture and natural resource management. The site manager will be a consistent presence to oversee and coordinate all work at the site. This includes managing volunteers and contracted workers at the site, overseeing deployment and repairs of the irrigation system and the weed barriers, selecting and coordinating procurement of native plants and other needed site materials, and leading maintenance of the established forest.

Once a seedling is planted, the work does not stop there. It requires weeding, fixing the irrigation, once it is taken off irrigation that needs to be removed and repurposed. The seedling needs to be pruned so the trees will be structurally sound with a central trunk. In an

established forest trees grow straight up towards the light, but on an open hillside they will grow in all directions unless pruned. Once a shade canopy is established the ground cloth needs to be removed and repurposed. For the native plants, including endangered plants, planted below the watershed for education, a plant reservoir and seed bank, the need for weeding is permanent. All of this requires expertise and time provided by the site manager position.

The site manager is also central to the success of educational activities. The various types of education and service events require a well maintained site to host them, and groundwork done for planting, seed collection, or other volunteer or educational activities. Prior to field trips, he will be in charge of preparing the site. During field trips he will conduct ʻāina-based activities along with other educators.

The remainder of the budget (9%) is devoted to contracted labor to assist the Site Manager with selected tasks. These include tasks are not appropriate for volunteers such as heavy clearing, pruning large trees or moving heavy supplies.

Contracted labor will also be brought in to assist with large groups of volunteers or students. HCC hosts groups of up to 100 people. Any group over 30 is best split into smaller groups to rotate between various service or educational activities. For tree planting with children, a ratio of about one supervisor per 14 students is preferred. This is because they are climbing challenging terrain and need close supervision to plant the seedling correctly and set it up for long-term survival.

5. Provide a timeline that is complete, realistic and appropriate to achieve the desired outcomes. This timeline should also be reflected in Section IV.

- **October 2025.** Clear and prepare the first section of the new planting area.
- **November and early December 2025**. Outplant the prepared section area with school field trips as scheduled by education team.
- **Mid December to mid January 2026**. Clear the rest, engaging volunteer groups over the holidays to help move the cut scrub.
- **Second half of January and February 2026**. Deploy ground cloth and irrigation to stay ahead of the plantings.
- **Second half of January through April 2026**. Outplant with school field trips as scheduled by education team.
- **March through September 2026**. Systematically weed and prune existing forest section by section.
- **Year-round**. Assist with large volunteer groups as scheduled by the outreach staff.

C. Provide evidence of the agency's ability to perform the proposed grant activity through past performance, current capacity and/or plan to acquire the capacity to perform.

1. Provide data that demonstrates proven success in offering the same, similar, or related activities to achieve the proposed outcomes.

Since 2015 when a group of residents planted the first 9 trees to care for communally, we have planted over 3,000 native trees and 2,000 other native plants. The early trees now tower over us and we are a source of seeds for DLNR. As of November, 2024 we have hosted over 6,000 students on field trips and over 5,000 adult service visits.

We have experienced many setbacks and have learned from these failures to develop procedures that work for us and have been a model for others. For example, initially we cleared invasive plants and then outplanted with no weed barrier. The invasive plants returned quickly, threatening to choke out our native plants. We then covered the out-planted area with recycled cardboard bike boxes weighed down by mulch. It was effective for about 8 months. After testing various products and sizes, we now use 12 foot industrial rolls of ground cloth, planting our seedlings along the seams so that they are easy to re-deploy once a shade canopy is established. Similarly, after failure to keep our exposed ground cloth attached to the hillside with commercially available staples, we started making our own with rebar. Our watering system also evolved from hand watering to an extensive network of high pressured irrigation tubes. We build out drip irrigation for one to two years years after planting, then shift.

We also no longer plant native shrubs and ground covers along with our trees. After a shade canopy is established, which is the goal, the other plants die off. Instead, we reserve these types of plants for the area at the base of the watershed, along the edges of our forest and the wetland where they will always get sunlight.

Due to tremendous staff turn over in schools, we learned to proactively manage our relationships as some of our liaisons disappear each year from partner schools. We also try to appeal to busy teachers by offering to meet required standards in science, math or social studies, so our program is not viewed as “extra.” We have developed a catalogue of activities and lessons for teachers to choose from from Pre-K to graduate school. We continually add new materials as we have repeat visitors within walking distance, including an after school program that comes monthly.

Similarly, over the years HCC has connected with businesses, churches, community organizations and individual residents to come volunteer at the site. Many groups return annually and our core individuals come to weekly events as often as they can.

2. Describe the applicant’s capacity to successfully achieve the proposed outcomes.

HCC has accumulated organizational experience in managing the site. We have protocols for how to prepare and plant. We have curriculum and experience with educational activities. We need a site manager to manage and conduct the work, and to offer additional skills and knowledge to further improve our operations. We have relationships with DOFAW, UH and WCC arborist program to provide any additional training needed by the new site manager.

When we started this project, it was a challenging work environment. Every improvement described below is a resource that enhances the experience of our visitors and allows us to do our work more effectively. The site was full of construction debris, the road was too muddy to drive when wet and there was nowhere to safely store things. We cleaned up the construction rubble and have worked to landscape the entrance and staging area, one section at a time. Over time, DOFAW invested in an improved gate and parking area, a gravel access road and installed core lines for irrigation along the road. These improvements reduced mud problems. DOFAW also provided an old shipping container for storage. We painted a mural on the container and filled it with the tools we need to work effectively and materials needed for education. We have chain saws, augurs, stump pullers and other hand tools. We have binoculars and an array of educational materials. We have gloves sized for pre schoolers to adults. We rent a portapottie for the site. We recently built an traditional open hale to use as a shelter from the elements.

We already have relationships with many program counterparts. We liaise regularly with other ʻāina based organizations in Koʻolaupoko, we have relationships with local schools, with the DOE, with local businesses, community groups, and with individuals who like to mālama ʻāina. A full time site manager will allow us to further nurture these relationships.

Other resources available during the GIA grant period will be in-kind support from DOFAW and fiscal support from USDA. Castle Foundation and Hawaii Community Foundation have been supportive intermittently. If the City GIA is funded, it would be a key fiscal support that addresses our most pressing need. Other program needs can continue to be met through volunteers and part time contracts or through additional new staff if the budget allows.

D. Describe the applicant's sustainability and/or additional long-term benefit to the community

1. Provide a plan for sustaining and / or expanding activities beyond the applicable grant period.

The project site and native forest that will be greatly enhanced and expanded by the grant activity is at a Ramsar Wetland of International Significance and State Wildlife Sanctuary. It will never be developed, the forest will not be cut down, and the benefits of the forest will actually increase as it grows after the grant period. The mature forest will continue to reduce fire and flood risks. The many additional benefits of trees increase as they mature - the larger they are the more carbon dioxide stored, the more rainwater absorbed, the more shade canopy provided, and the more seeds and cultural materials produced.

Similarly, the connections made to ʻāina and the knowledge gained by the students will have an impact beyond the grant period. It will influence subsequent experiences with nature and help them interpret new information on related topics as they are exposed to it.

As site infrastructure is improved and the forest spreads and matures, it is very visible from a busy section of Kailua and will attract more interest from community members, local schools and conservation organizations.

Increased interest expands opportunities for education, service, cultural uses of the native plants, and conservation uses of the seed bank. It is a positive feedback cycle which will establish Hāmākua Marsh and the forest on its watershed as an important community space. This will provide impetus for the community to continue to participate in its care. These community members will then fill our Board, volunteer in different capacities, take advantage of cultural and educational services and donate funds.

2. Describe the applicant's capacity and resources to carry out the above plan (staffing, funding, etc.) beyond the grant period. *(2,000 character count limit)*

Healthy Climate Communities will continue to fundraise as it has done since 2016. The staff and contracted labor requested in this grant would actually be a boost for the organization and strengthen its ability to continue the work beyond the grant period.

A full-time site manager would take over some of the tasks currently performed by the volunteer Executive Director and allow her more time to discover additional appropriate funding sources and apply for funds. As the organization grows, it creates a track record of

both program outputs and financial data. These outcomes will allow us to attract and qualify for additional types of grants, contracts, sponsorships and donations.

E. No CITY funds or assistance. The highest consideration will be given to applicants that do not receive other funding or any form of assistance from the CITY. While applicants that receive other funding or assistance from the CITY may apply for Grants in Aid funding, the extent of funding or assistance already received in relation to services provided must be considered prior to awarding Grants in Aid funds. A percentage of the sub-total criteria points will be awarded to Grantees based on the criteria below and the information about past funding / assistance from the CITY that follows.	
The applicant has received no award from the CITY within the last 3 years.	**10%**
The applicant has received 1-2 awards from the CITY within the last 3 years.	**7%**
The applicant has received 3-5 awards from the CITY within the last 3 years.	**5%**
The applicant has received between 6-9 awards from the CITY within the last 3 years.	**3%**
The applicant has received 10 or more awards from the CITY within the last 3 years.	**0%**

GRANTEE RECEIPT OF CITY GRANTS

Identify all CITY grants received by Grantee (or Fiscal Sponsor) in the last three (3) years. Information will be verified by the CITY.

N/A No City grants have ever been recieved.

1. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

2. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

E. Age Friendly Honolulu (Complete only if applying for the bonus points) Consideration is to be given to applicants that incorporate the vision and goals of the Age-Friendly Honolulu Program (as codified in ROH Chapter 2, Article 22), including but not limited to (1) enabling residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active; and (2) removing barriers to inclusion for and providing support services to vulnerable residents and/or have physical limitations.

☐ Enabling Residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active, particularly at the oldest ages

[X] Providing Kupuna with meaningful roles in the community, including mentors, volunteers, or through intergenerational programming

☐ Removing barriers to support community inclusion and accessibility for persons of all abilities.

1) How is your proposal an Age-Friendly Honolulu Project and explain how your organization can meet the additional reporting requirements if awarded?

Our project does not target seniors in particular, but we have found seniors to be an important and enthusicatic demographic with time and skills to share. They rightfully feel proud of the work they do and the legacy they leave behind. They are role models and friends for our younger volunteers.

Our core group of regular volunteers includes many senior citizens who love to garden. While they are providing an incredible service to us, they also enjoy comraderie and form friendships with people of different ages that extend beyond our project site. We regularly have pau hana gatherings after work, not because it is a formal part of the project, but because our volunteers enjoy each other's company. Some of the seniors also help us with our school groups, helping us guide the students in planting, bird watching or other learning activities. In that setting they are able to interact with children and share their love of nature with them.

Many of the community groups that visit to volunteer and enjoy the native birds and plants are also senior-heavy. These include Rotary Clubs, Church groups and the Audobon Society. To accomodate them, we work in areas at the bottom of the watershed as they would not be comfortable climbing or working on the steep slope of the watershed. We have a lot of need up higher on the watershed, but we always prioritize being inclusive of all volunteers and accomodate where they can work.

HCC will collect and report the Age-Friendly Honolulu Project specific data as required by the GIA grant.

APPENDIX A: TIER II GRANT PROPOSAL (Grants $25,000 to $150,000)
SOLICITATION NO. RGP-DCS-GIA2026

Instructions: The proposal below must be completed in full. Responses must be provided in the fillable boxes provided. Where annotated, the fillable boxes have predetermined maximum limits on character counts. Letters, numbers, punctuation marks, and spaces are included in the character count limits.

SECTION I
SUMMARY

A. Grantee Legal Name:	Healthy Mothers, Healthy Babies Coalition of Hawaii
B. Is Grantee a Fiscal Sponsor?	☐ Yes ☒ No
C. Grant Activity Name:	In-Home Wellness Care for Kupuna

D. Briefly describe the Grantee's background, history (including year established), and mission. *(400 character count limit)*

Incorporated in 1992, Healthy Mothers Healthy Babies uplifts individuals through high-quality programs and services, rooted in love and community connection. We envision a community that has access to safe and compassionate care. While our focus remains on pregnant and parenting families, we have evolved to ensure equitable health access for individuals at every stage of life—from keiki to kupuna.

E. Briefly describe the Grant Activity and public need being filled. *(400 character count limit)*

Healthy Mothers Healthy Babies will provide in-home vaccines and wellness visits to 160 low-income kupuna, administering 480 RSV, COVID-19, and flu vaccinations and conducting 320 wellness visits to improve health outcomes for Honolulu County. In alignment with the Grants in Aid purpose, the target population includes economically and socially disadvantaged, homebound seniors.

F. Briefly summarize Grant Activity outcomes and measures of success, including number and description of those served. *(400 character count limit)*

Healthy Mothers Healthy Babies will improve public health by delivering 480 life-saving vaccines to 160 kupuna through in-home visits and mobile clinic outreach. The program will also conduct 320 wellness visits, including routine blood draws, acute care, and health screenings, targeting low-income, homebound seniors to address critical health disparities in Honolulu County.

G. Council District
Check all districts that will benefit from the Grant Activity. Provide the amount requested per district. Amounts must be in whole numbers only.

☒ District 1 $ 30,000	☒ District 2 $ 8,000	☒ District 3 $ 30,000
☒ District 4 $ 6,000	☒ District 5 $ 6,000	☒ District 6 $ 30,000
☒ District 7 $ 30,000	☒ District 8 $ 5,000	☒ District 9 $ 5,000

Total Amount Requested (must be $25,000 to $150,000)	$ 150,000

H. Type of Grant Activity (pick ONE category that best reflects the Grant Activity):		
1. Public Services: Projects in this category will support qualified public services and programs for the target populations deemed by the CITY to be most vulnerable.		
☒ A. Public Service – Seniors	☐ B. Public Service - Children	☐ C. Public Service - Disabilities
☐ D. Public Service – Homeless	☐ E. Public Service – Domestic Violence	☐ F. Public Service – Substance Abuse
☐ G. Public Service – Mental Health	☐ H. Public Service – Other (describe):	
2. Arts, Culture, Community/Economic Development, and the Environment: Projects in this category will support the sustainable improvement in the well-being and quality of life of local communities, especially low- to moderate income areas.		
☐ A. Arts	☐ B. Culture	☐ C. Community Development
☐ D. Economic Development	☐ E. Environment	

GRANTEE'S CERTIFICATION AND SIGNATURE

The undersigned, subject to personal liability and penalty under applicable law, certifies that he or she: (i) is authorized to sign this Grant Proposal; (ii) personally prepared or reviewed the matters found in this Grant Proposal (including any related documents/attachments); (iii) asserts all statements made in this Grant Proposal (including all attachments) are true, accurate and complete; (iv) has the requisite skills and knowledge to assert the foregoing certification; and (v) has complied and shall continue to comply with all applicable requirements of Chapter 6, Article 29 of the Revised Ordinances of Honolulu 2021, as amended (Link), regarding private organizations receiving grants of public funds from the City and County of Honolulu.

Signature of Grantee (Fiscal Sponsor) Officer

Printed Name and Title: SUNNY CHEN, CEO

Date 11/20/24

CERTIFICATE OF THE BOARD OF DIRECTORS NO OBLIGATIONS IN ARREARS

The undersigned of the Board ("Grantee") hereby certifies that the Grantee or any principal of the Grantee or sponsored organization (where the Grantee is a Fiscal Sponsor) is not in arrears on any financial or other obligation owed to the City & County of Honolulu, a municipal corporation of the State of Hawaii.

Michelle Rocca Jenkins
(Signature)

Michelle Rocca Jenkins
(Print name)

CERTIFICATE OF THE BOARD OF DIRECTORS AUTHORIZATION TO ASSIGN AUTHORITY

The undersigned of the Board ("Grantee") hereby certifies that ____SUNNY CHEN_____(name), ___CHIEF EXECUTIVE OFFICER_____ (title), has been authorized by the Board of Directors to sign proposals, contracts, and related documents on behalf of the Grantee. Accordingly, I hereby assign the authority by the Board to execute proposals, contracts, and contract amendments on behalf of the Grantee, and further certify that the assigned is given the power and authority to do all things necessary to implement, maintain, amend, or renew such contracts, including but not limited to the delegation of signing authority to another employee of the Grantee.

(Signature)

SUNNY CHEN
(Print name)

STATE OF HAWAII)
CITY AND COUNTY OF HONOLULU) SS

On this 19TH day of NOVEMBER, 2024, before me appeared SUNNY CHEN, personally known to me, who, being by me duly sworn, did say that he/she is the (CEO) CHIEF EXECUTIVE OFFICER of HEALTHY MOTHERS HEALTHY BABIES COALITION OF HAWAII and that the corporation has no corporate seal, and that said instrument was signed in behalf of said corporation by authority of its Board of Directors, and said SHE acknowledged said instrument to be the free act and deed of said corporation.

K.L.P. FAIRLEY NOTARY 19-172 PUBLIC STATE OF HAWAII

Notary Public, State of Hawaii

My Commission expires: 21 APRIL 2027

K.L.P. FAIRLEY NOTARY 19-172 PUBLIC STATE OF HAWAII

Doc. Date: UNDATED # Pages 1
Name: K.L.P. FAIRLEY 1ST Circuit
Doc. Description: CERTIFICATE OF THE BOARD OF DIRECTORS AUTHORIZATION TO ASSIGN AUTHORITY.

Signature 11/19/2024 Date

NOTARY CERTIFICATION

SECTION II
GRANT ACTIVITY INFORMATION

A. Describe how the community need, stated problem/issue, and target population are effectively validated. The description must include how the public services' target population is vulnerable or how the arts, culture, community/economic development, or environmental activities will especially support low- to moderate-income areas.

1. Provide substantive data and other qualifying information to demonstrate how the problem/issue impacts the target population and is a community priority that needs to be addressed. *(5,000 character count limit)*

Routine vaccinations and health screenings are critical for safeguarding the health of kupuna (adults over 62), especially those who are homebound. Homebound individuals are more likely to suffer from chronic health conditions, have lower incomes, and belong to racial minority groups, making them highly vulnerable to preventable illnesses. Despite the availability of vaccination services for the general population, low-income homebound kupuna often face significant barriers, leaving them without essential healthcare options. This gap in access leads to increased hospitalizations and long-term health consequences.

As of 2020, 19% of Hawaii's population was aged 65 and over, with projections indicating this will rise to 22.6% by 2030 (The Elderly Population in Hawaii: Current Living Circumstances and Housing Options, Department of Business, Economic Development and Tourism, State of Hawaii). Additionally, data from the Hawaii Health Survey reveals that kupuna face high rates of chronic conditions, including arthritis, diabetes, and hypertension. These conditions compromise immune function, making vaccinations for illnesses like RSV, influenza, and COVID-19 essential to their well-being.

During the pandemic, our organization identified this gap through our mobile health clinic. Initially focused on pregnancy and parenting families, we began receiving referrals from social workers, home visiting agencies, Federally Qualified Health Centers, Queen's Health Systems, and other partners to serve homebound kupuna. Recognizing the urgent need, we expanded our services to address health inequities for low-income individuals across all life stages. This led to our involvement with the Kūpuna Vaccination Outreach Group, a coalition focused on addressing barriers to kupuna healthcare access.

The Kūpuna Vaccination Outreach Group After Action Report highlights significant barriers faced by homebound kupuna, including cumbersome online scheduling systems that presented obstacles for kupuna without internet access or technological proficiency. Many could not access mass vaccination sites due to physical frailty, lack of transportation, or fear of crowded spaces. Limited insurance reimbursements for in-home healthcare services, including vaccinations, exacerbate the challenges for both service providers and kupuna.

To address these challenges, we provide in-home health visits, including routine screenings, blood draws, and vaccinations for RSV, flu, and COVID-19. These services ensure that kupuna, especially those with mobility or financial barriers, receive the care they need in the comfort of their homes. However, the cost of delivering an in-home vaccination—approximately $380 per visit—far exceeds the reimbursement rates from insurers, which range from $0 to $75. This funding gap has forced us to limit the number of kupuna we can serve, even as demand continues to grow.

Hawaii's kupuna population is growing rapidly, and the disparities in healthcare access for homebound seniors remain stark. The barriers faced by this vulnerable population are not

only a health equity issue but also a community priority that requires urgent attention. Expanding in-home health services for kupuna will mitigate hospitalizations, improve health outcomes, and ensure equity in healthcare access.

To meet the increasing demand, we are seeking funding to sustain and expand our in-home vaccination and healthcare services for kupuna. This funding will bridge the gap between actual service delivery costs and insurance reimbursements, allowing us to continue serving this high-need population. By addressing this critical need, we aim to ensure that no kupuna is left without access to essential, life-saving care.

B. Describe the proposed plan

1. Provide a description of the Grant Activity. This description will be used as the scope of services in the contract. Describe why you chose this Grant Activity and how it will effectively address the community's problem / need. *(3,000 character count limit)*

Healthy Mothers Healthy Babies is requesting $150,000 to improve health outcomes for low-income kupuna on Oahu through mobile clinic and in-home wellness visits. These activities will focus on administering RSV, COVID-19, and high-dose flu vaccinations, as well as providing routine health screenings and wellness care. The proposed funding will enable Healthy Mothers Healthy Babies to deliver 480 vaccinations and conduct 320 in-home visits, ultimately serving 160 kupuna during the grant period.

This grant activity was chosen to address critical gaps in healthcare access for Hawaii's kupuna, particularly those who are low-income and homebound. Many of these individuals face significant transportation challenges, which limit their access to routine health services. Our grassroots, community-oriented approach ensures that we meet kupuna where they are, overcoming logistical and systemic barriers to care.

In collaboration with community health centers, social service agencies, and health plans, Healthy Mothers Healthy Babies addresses critical gaps in care. By targeting vaccinations and health screenings, we directly address health inequities and reduce preventable hospitalizations. Evidence-based interventions like these have a proven track record of improving health outcomes in vulnerable populations. Additionally, our program aligns with the Key Success Strategies identified in the Kūpuna Vaccination Outreach Group After Action Report, which highlights the effectiveness of in-home vaccinations and community mobile clinics in reaching underserved seniors.

The impact of our work is reflected in the feedback we receive from the community:

Dear Healthy Mothers Healthy Babies. Mahalo Nui! Yesterday our mother (102 years) received the Covid vaccine. Each and every person we interacted with were super friendly, positive, informative, and accomodating. Such a ray of sunshine. It made getting the vaccine so much easier. Your group provides an applaudable service. Much Mahalo once again and I'll repeat, you all are so nice, for real.

This funding will enable Healthy Mothers Healthy Babies to continue bridging healthcare gaps, ensuring reliable access to critical health services for low-income kupuna. By bringing care directly to kupuna, we advance health equity and enhance the quality of life for Hawaii's most vulnerable seniors.

2. Provide measurable outcomes, describe how outcomes are aligned with the purposes and priorities of the Grants in Aid Fund, and describe how outcomes directly benefit the target

population. *(3,000 character count limit)*

Public Services should begin with a statement of the number of individuals that the Grant Activity will directly benefit during the Grant Term.

Arts, Culture, Community/Economic Development or Environment should begin with a statement as to how the Grant Activity supports the sustainable improvement in the well-being and quality of life of local communities, especially low to moderate income areas.

Healthy Mothers Healthy Babies will directly benefit 160 low-income kupuna across Honolulu County through vaccines and health screenings. This aligns with the Grants in Aid purpose of serving economically and socially disadvantaged populations, focusing on improving access to essential healthcare for low-income kupuna.

Measurable outcomes for the Grant Term include:

480 Life-Saving Vaccines Administered: Kupuna will receive critical vaccinations for RSV, COVID-19, and influenza, reducing the risk of severe illness and improving overall community health. This outcome directly addresses the urgent need for immunization among Hawaii's most vulnerable seniors.

320 In-Home Wellness Visits Conducted: We will provide kupuna with personalized care through our mobile clinic or in-home visits. These services will include administering vaccinations, performing routine blood draws, collecting urine samples, and addressing acute health issues such as UTIs. This fills a critical gap by supporting kupuna whose primary care providers are unable to deliver these in-home services.

This program directly improves the quality of life and well-being of kupuna, ensuring access to preventative and acute healthcare for those who face barriers such as mobility challenges, transportation limitations, and financial constraints. These outcomes align with the Grants in Aid Fund priorities by targeting health disparities, reducing preventable hospitalizations, and promoting health equity for economically and socially disadvantaged populations in our community.

3. Provide an action plan to achieve the stated measurable outcomes. If the Grant Activity involves a partnership, provide a description of each partner's role. Must include measurable milestones, specific events, or other performance measures appropriate to achieving the outcomes. *(3,000 character count limit)*

Goal: Improve community health outcomes for low-income kupuna.

Objectives:

- Administer 480 life-saving vaccinations for RSV, COVID-19, and flu.
- Conduct 320 in-home wellness visits.
- Provide services to 160 kupuna in Honolulu County during the grant period.

Action Plan:

Develop a Schedule: Create a detailed schedule for in-home wellness visits and vaccination appointments to ensure organized and efficient service delivery throughout the grant period.

Community Partnerships: Collaborate with existing community partners such as Queen's

Health Systems, Federally Qualified Health Centers, and social service agencies to receive referrals for kupuna. Actively recruit new partners to expand reach and impact.

Maintain Partner Agreements: Regularly update agreements with partners, including community health centers and health plans, to ensure smooth coordination and continuity of care for kupuna.

Client Intakes and Enrollment: Utilize a secure, HIPAA-compliant platform, Apricot, to manage client intakes and enrollment, ensuring data accuracy and confidentiality.

Community Engagement: Engage with community members through targeted outreach and participation in community events to raise awareness about services and recruit eligible kupuna.

Supply Management: Monitor and maintain an inventory of clinical supplies, including vaccines and medical equipment, to avoid disruptions in service delivery.

Vaccination Administration: Schedule and administer 480 life-saving vaccinations following established safety protocols and guidelines.

In-Home Wellness Visits: Conduct 320 wellness visits, providing services such as blood draws, urine sample collection, vaccinations, and treatment for acute health conditions in collaboration with primary care providers.

Data Integrity: Ensure accurate record-keeping in the secure client platform, tracking service delivery, outcomes, and follow-ups.

Client Follow-Up: Conduct follow-up calls to monitor health outcomes, provide additional assistance as needed, and address any concerns.

Billing Process: Submit billing for reimbursable services and streamline financial processes to maximize resources.

Monthly Reporting: Prepare and submit monthly Grants in Aid reports, including payment requests and progress updates, to demonstrate accountability, measurable outcomes, and financial transparency.

4. Provide a budget narrative that explains how the budget in Section III will achieve the desired outcomes. *(3,000 character count limit)*

The proposed budget ensures the successful implementation of Healthy Mothers Healthy Babies' program to provide life-saving vaccinations and in-home wellness visits to 160 low-income kupuna across Honolulu County. The allocation of funds is designed to support personnel, program supplies, and administrative needs, enabling us to meet the stated measurable outcomes effectively and efficiently.

Personnel Costs

.72 FTE Medical Assistant: A Medical Assistant will conduct mobile and in-home screenings and vaccinations, ensuring professional and compassionate service delivery. The position will include a 10.04% tax rate for Payroll Taxes (FICA/Medicare 7.65%, SUI 0.81%, TDI 0.71%, and Worker's Compensation 0.87%) and $500 per month for healthcare, totaling $39,386 for

the grant period.

Contracted Nurse/Medical Assistant: To meet demand and ensure timely service delivery, an additional nurse or medical assistant will be contracted to conduct in-home screenings and vaccinations at $35 per hour for 22 hours per month, totaling $9,240 for the grant period.

Program Supplies

Vaccines and Clinical Supplies: The program will provide RSV, COVID, and flu vaccinations to 160 kupuna. Each vaccination set will cost $575 per kupuna, totaling $92,000. Additional clinical supplies, including gloves, sharps containers, hand sanitizer, soap, bandaids, and wipes, are essential to maintaining health and safety protocols, costing $1,874 for the grant period.

Indirect Costs

Administrative Support: Indirect costs of $7,500 will be allocated to SDC Strategies LLC to provide critical administrative support, including bookkeeping, grant reporting, and compliance monitoring. This ensures the program operates smoothly and adheres to grant requirements.

The combination of personnel, program supplies, and administrative support is essential to achieving the program's objectives of delivering 480 vaccinations and conducting 320 in-home wellness visits. This budget directly supports the program's goal of improving health outcomes and ensuring equitable access to healthcare for vulnerable kupuna in Honolulu County. By leveraging the expertise of qualified personnel and ensuring adequate resources and supplies, this budget maximizes the program's impact while maintaining accountability and efficiency.

5. Provide a timeline that is complete, realistic and appropriate to achieve the desired outcomes. This timeline should also be reflected in Section IV. *(3,000 character count limit)*

The proposed deliverable schedule in Section IV outlines a comprehensive and realistic approach to achieving the program's objectives of providing in-home wellness care, conducting wellness visits, and administering life-saving vaccinations to kupuna. Over the grant period, 160 kupuna will receive in-home wellness care, with approximately 13 to 14 kupuna served each month, ensuring steady and consistent outreach. To meet the target of 320 in-home wellness visits, an average of 26 to 27 visits will be conducted monthly. These visits will include critical health services such as routine screenings, blood draws, and acute care, directly addressing the health needs of low-income kupuna.

Vaccinations for RSV, COVID-19, and flu will be administered consistently, with a focus on the cold and flu season in October, November, and December. During these months, 80 vaccinations will be provided each month, tapering to 40 vaccinations per month from January to June when seasonal demand decreases. This targeted approach ensures maximum protection during peak illness periods while maintaining a manageable workload for staff. By the end of the grant term, a total of 480 vaccinations will be administered.

This timeline reflects a coordinated effort to align service delivery with seasonal needs and community demands, ensuring the efficient use of resources and maximizing the program's impact. It provides a clear pathway to achieving the program's measurable outcomes, improving health equity, and enhancing the quality of life for Hawaii's vulnerable kupuna.

C. Provide evidence of the agency's ability to perform the proposed grant activity through past performance, current capacity and/or plan to acquire the capacity to perform.

1. Provide data that demonstrates proven success in offering the same, similar, or related activities to achieve the proposed outcomes. *(3,000 character count limit)*

Celebrating our 32nd anniversary this year, Healthy Mothers Healthy Babies has a proven track record of delivering comprehensive and impactful services to individuals and families across all life stages. Originally focused on pregnant and parenting families, we have evolved to integrate social, behavioral, and clinical care seamlessly, ensuring equitable health access for all, including kupuna. Our diverse range of programs and services demonstrates our capacity to address the unique needs of underserved populations, making us well-positioned to execute the proposed grant activities.

Our programs and services include:

Mental Health: Offering individual, family, and group counseling for anger management, domestic violence, infertility and pregnancy loss, grief, sexual assault, trafficking, and postpartum issues.

Mana Mama Pre & Postpartum Care: Providing preconception and fertility care, prenatal and postpartum visits, and specialty screenings.

Primary Care: Delivering well-child exams, adult wellness exams, lead and TB testing, and vaccinations.

Reproductive Care: Comprehensive services for reproductive health.

Lactation: Breastfeeding education and consultations.

Community-Based Doula Program: Supporting individuals through birth, postpartum, early termination, and bereavement.

Piko Pals - New & Expectant Parent Support Groups: Peer support groups for new and expectant parents in Hawai'i.

Cribs for Kids - Safe Sleep Education: Educating low-income, high-risk pregnant individuals and their families about safe sleep practices.

Over the past year, Healthy Mothers Healthy Babies provided services to nearly 4,000 community members, including 368 kupuna. Our mobile vaccination program has been particularly successful, as highlighted in the Kūpuna Vaccination Outreach Group: After Action Report. This report recognized our mobile vaccination efforts, which combined community outreach with in-home administration of the COVID-19 vaccine through our medical mobile van team. These efforts demonstrated our ability to adapt to urgent community needs and effectively deliver health services to hard-to-reach populations.

Our past performance, including our ability to pivot during the pandemic to meet the needs of kupuna, is a testament to our organizational capacity. With a highly trained team of professionals, partnerships with health and social service organizations, and the infrastructure of a well-established mobile clinic, Healthy Mothers Healthy Babies is fully

equipped to execute the proposed grant activities. Our success in delivering similar services, coupled with our commitment to continuous improvement and innovation, ensures that we will meet the goals and outcomes of this grant effectively and efficiently.

2. Describe the applicant's capacity to successfully achieve the proposed outcomes.
OR
Provide a plan to acquire the capacity to successfully achieve the proposed outcomes (including how the applicant has acquired similar capacity in the past).

Responses should include organizational knowledge, staffing, fiscal resources, facilities and other resources, stakeholders and relationships, and other relevant resources. *(3,000 character count limit)*

Healthy Mothers Healthy Babies is positioned to successfully achieve the proposed outcomes, drawing on our extensive organizational knowledge, culturally anchored staff, robust resources, and strong stakeholder relationships. Our team's dedication to addressing healthcare disparities and providing accessible, high-quality care ensures the program's success.

Healthy Mothers Healthy Babies is led and staffed by women and mothers of color, reflecting the diversity of the communities we serve. Our CEO is an ambitious, results-oriented healthcare leader with a Master of Business Administration, a Registered Nurse license, certification as a Lactation Consultant, and service as an Army Veteran. The organization's team includes Registered Nurses, Nurse Practitioners, midwives, doulas, social workers, medical assistants, and support staff, all specializing in culturally competent perinatal and senior care. Our collective expertise ensures we deliver compassionate, patient-centered care tailored to our kupuna population. Healthy Mothers Healthy Babies staff consistently meet all applicable licensing, operating requirements, and quality standards, integrating them into organizational policies and procedures to uphold excellence.

Our office is centrally located in District 7 at 245 N. Kukui Street, providing a convenient hub for program operations and client services. Additionally, our mobile clinic significantly expands our reach by bringing healthcare directly to underserved communities. The mobile clinic is fully equipped with a restroom, patient bed, vaccine refrigerator, and exam room, enabling us to provide comprehensive services, including administering vaccinations, conducting health screenings, and addressing acute healthcare needs. This ensures no kupuna is left without access to essential care.

Healthy Mothers Healthy Babies has a strong track record of managing fiscal resources responsibly and efficiently. Our organization leverages funding from a diverse array of grants, donations, and partnerships to sustain operations and expand services. We maintain a dedicated administrative team to ensure transparent fiscal management and compliance with grant reporting requirements, supported by SDC Strategies LLC for bookkeeping and reporting.

Our relationships with key stakeholders and community partners further enhance our capacity. We collaborate with Federally Qualified Health Centers, social service agencies, and health plans to provide seamless referrals and care coordination. These partnerships, combined with our in-depth knowledge of the community's needs, allow us to effectively implement targeted interventions that address health disparities among low-income kupuna.

In addition to our current capacity, Healthy Mothers Healthy Babies has a history of

successfully expanding services to meet emerging community needs. For example, during the COVID-19 pandemic, we quickly adapted to launch a mobile vaccination program, providing life-saving vaccines to kupuna in their homes. This initiative was recognized in the Kūpuna Vaccination Outreach Group After Action Report as a model of effective outreach and service delivery.

Healthy Mothers Healthy Babies' skilled team, strategic location, robust infrastructure, fiscal accountability, and strong stakeholder relationships position the organization to achieve the proposed outcomes. Our commitment to health equity and proven ability to scale and adapt ensures that this program will be successfully implemented, meeting the critical needs of low-income kupuna across Honolulu County.

D. Describe the applicant's sustainability and/or additional long-term benefit to the community

1. Provide a plan for sustaining and / or expanding activities beyond the applicable grant period. *(2,000 character count limit)*

While insurance reimbursements cover some clinical encounters, many essential programs, such vaccinations and home visits, remain underfunded. To bridge this gap and ensure every member of our community can access care, Healthy Mothers Healthy Babies actively engages in fundraising efforts targeting individual donors and private foundations. Over time, our efforts have yielded significant growth in funding, with an 18% increase from FY21 to FY22, a 53% increase from FY22 to FY23, and an impressive 113% increase from FY23 to FY24.

Healthy Mothers Healthy Babies has garnered support from diverse sources, including grassroots community organizations, foundations, and government funders. Our strategy for sustaining and expanding activities involves building on existing partnerships, engaging new funders, and cultivating trust within the community. As a credentialed provider with Hawaii's major insurance payors, such as AlohaCare, Med-QUEST, HMSA, HMAA, UHC, UHA, Ohana, and Medicare, we can bill directly for certain clinical encounters, generating ongoing revenue to supplement grant funding.

We are committed to the long-term viability and growth of our programs, ensuring that Healthy Mothers Healthy Babies continues to serve and positively impact our community for years to come.

2. Describe the applicant's capacity and resources to carry out the above plan (staffing, funding, etc.) beyond the grant period. *(2,000 character count limit)*

Healthy Mothers Healthy Babies is well-positioned to carry out and expand the proposed plan beyond the grant period, leveraging a combination of highly skilled staff, diverse funding strategies, and community engagement for in-kind support. Our dedicated team includes healthcare and social service professionals, administrators, and specialists with deep roots in Hawaii. A majority of staff (89%) identify as Native Hawaiian, Pacific Islanders, Indigenous, Black, and Women of Color, reflecting the diversity of the communities we serve. This representation strengthens our ability to address community needs effectively and authentically, forming the foundation of our organizational strength. Additionally, we actively involve family leaders and community members with lived experiences as staff, volunteer mentors, peer supporters, and advocates, enriching our programs with invaluable firsthand knowledge and fostering trust within the community.

Financially, Healthy Mothers Healthy Babies has cultivated resilience through a diversified funding portfolio. We receive revenue from insurance reimbursements as a credentialed provider with Hawaii's major insurance payors, which ensures a steady revenue stream for clinical services. Our ongoing fundraising efforts target individual donors, grassroots community support, private foundations, and government funders, further enhancing our financial stability. Over recent years, our funding has grown significantly, demonstrating our capacity for financial sustainability and scalability.

We have been recognized by prominent organizations such as the Institute for Medicaid Innovation, Direct Relief, and MIT SOLVE for addressing health inequities. These recognitions not only enhance our reputation but also provide financial support, networking opportunities, and technical assistance, enabling us to scale our programs and reach more underserved populations. With these resources, Healthy Mothers Healthy Babies is fully prepared to sustain and expand the proposed activities beyond the grant period, ensuring lasting impact and continued service to the community.

E. No CITY funds or assistance.
The highest consideration will be given to applicants that do not receive other funding or any form of assistance from the CITY. While applicants that receive other funding or assistance from the CITY may apply for Grants in Aid funding, the extent of funding or assistance already received in relation to services provided must be considered prior to awarding Grants in Aid funds.

A percentage of the sub-total criteria points will be awarded to Grantees based on the criteria below and the information about past funding / assistance from the CITY that follows.

The applicant has received no award from the CITY within the last 3 years.	**10%**
The applicant has received 1-2 awards from the CITY within the last 3 years.	**7%**
The applicant has received 3-5 awards from the CITY within the last 3 years.	**5%**
The applicant has received between 6-9 awards from the CITY within the last 3 years.	**3%**
The applicant has received 10 or more awards from the CITY within the last 3 years.	**0%**

GRANTEE RECEIPT OF CITY GRANTS

Identify all CITY grants received by Grantee (or Fiscal Sponsor) in the last three (3) years. Information will be verified by the CITY.

1. Grant Activity Name & Contract #: Mana Mama, CT-DCS-2300027
   Grant Period: October 2022 - September 2023 Grant Amount: $199,871
   Grant Purpose: Public Service - Other
   Grant Activity Status: ☐ Underway ☒ Completed ☐ Canceled
   Administrating Division: Department of Community Services

2. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

3. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

4. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____

E. Age Friendly Honolulu (Complete only if applying for the bonus points)
Consideration is to be given to applicants that incorporate the vision and goals of the Age-Friendly Honolulu Program (as codified in ROH Chapter 2, Article 22), including but not limited to (1) enabling residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active; and (2) removing barriers to inclusion for and providing support services to vulnerable residents and/or have physical limitations.

<u>If awarded bonus points for being an Age-Friendly Honolulu project, the Grantee will be subject to additional reporting requirements, including but not limited to name, age, and physical location of seniors being served by the project.</u>

To be eligible for the bonus points as an Age-Friendly Honolulu project an organization must demonstrate the proposal aligns with Age-Friendly Honolulu's priorities by completing the following TWO steps:

1) Go the following website https://www.hiphi.org/age-friendly-honolulu/ to access an Age-Friendly Honolulu training video. The video should be watched by at least one (1) person from the non-profit organization in a leadership position (Executive Director, Administrator, or equivalent). This video will define an "age-friendly city" and explain what types of projects align with the Age-Friendly Honolulu Vision.

2) Complete the section below by selecting which Age-Friendly Honolulu category best fits the activities of your organization and providing a brief description of how your proposal is an Age-Friendly Honolulu project.

☒ Enabling Residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active, particularly at the oldest ages

☐ Providing Kupuna with meaningful roles in the community, including mentors, volunteers, or through intergenerational programming

☐ Removing barriers to support community inclusion and accessibility for persons of all abilities.

3) How is your proposal an Age-Friendly Honolulu Project and explain how your organization can meet the additional reporting requirements if awarded? *(2,000 character count limit)*

While Healthy Mothers Healthy Babies' target population was historically low-income women and babies, we have found that many of our clients live in multi-generational households with kupuna. During the pandemic, we supported older adults in the community by providing in-home vaccinations and blood draws for kupuna who are unable to leave their houses. Healthy Mothers Healthy Babies then became a member of the Kupuna Collective working to address the intersecting social drivers of health. Over the past year, hundreds of clients served by our organization have been kupuna over the age of 62. Through this grant proposal, we will continue to support the Age-Friendly Honolulu Project by continuing to provide kupuna with vaccinations and in-home wellness exams. If a community member is in need of a vaccination, blood-draw, or physical exam and they are home-bound, we will use our mobile van to travel to them. If awarded, we are able to provide all requested data to Age-Friendly Honolulu and will continue our participation in the Kupuna Collective.

APPENDIX A: TIER II GRANT PROPOSAL (Grants $25,000 to $150,000)
SOLICITATION NO. RGP-DCS-GIA2026

Instructions: The proposal below must be completed in full. Responses must be provided in the fillable boxes provided. Where annotated, the fillable boxes have predetermined maximum limits on character counts. Letters, numbers, punctuation marks, and spaces are included in the character count limits.

SECTION I
SUMMARY

A. Grantee Legal Name:	Helping Hands Hawaii
B. Is Grantee a Fiscal Sponsor?	☐ Yes ☒ No
C. Grant Activity Name:	Bilingual Access Line (BAL) – Interpretation & Written Translation Services

D. Briefly describe the Grantee's background, history (including year established), and mission. *(400 character count limit)*

Helping Hands Hawai'i is a 501(c)(3) nonprofit incorporated in 1974 that provides critical social services through our programs (Bilingual Access Line, Community Clearinghouse, Representative Payee, and SNAP Outreach) to improve people's quality of life and empower them on their path to a better tomorrow. We have offered written translation and interpreting services since 1985.

E. Briefly describe the Grant Activity and public need being filled. *(400 character count limit)*

According to the U.S. Census, 24.2% of Hawaii's population has identified as speaking a language other than English and struggle to access community resources and services. Helping Hands Hawai'i will provide interpretation and written translation to low-income, Limited English Proficient communities to bridge the language gap, ensuring equitable access for everyone.

F. Briefly summarize Grant Activity outcomes and measures of success, including number and description of those served. *(400 character count limit)*

Helping Hands Hawai'i will complete 1,200 interpretations or written translations for low-income individuals of all ages who need language support. Success will be measured by the total number of completed appointments within council districts and surveys evaluating our services to improve program deliverables.

G. Council District
Check all districts that will benefit from the Grant Activity. Provide the amount requested per district. Amounts must be in whole numbers only.

☒ District 1 $14,250	☒ District 2 $950	☒ District 3 $6,175
☒ District 4 $9,500	☒ District 5 $38,400	☒ District 6 $72,080
☒ District 7 $950	☒ District 8 $6,175	☒ District 9 $1,520

Total Amount Requested (must be $25,000 to $150,000)	$150,000.00

H. Type of Grant Activity (pick ONE category that best reflects the Grant Activity):		
1. Public Services: Projects in this category will support qualified public services and programs for the target populations deemed by the CITY to be most vulnerable.		
☐ A. Public Service – Seniors	☐ B. Public Service - Children	☐ C. Public Service - Disabilities
☐ D. Public Service – Homeless	☐ E. Public Service – Domestic Violence	☐ F. Public Service – Substance Abuse
☐ G. Public Service – Mental Health	☒ H. Public Service – Other (describe): Language access services to low-income Limited English Proficient individuals	
2. Arts, Culture, Community/Economic Development, and the Environment: Projects in this category will support the sustainable improvement in the well-being and quality of life of local communities, especially low- to moderate income areas.		
☐ A. Arts	☐ B. Culture	☐ C. Community Development
☐ D. Economic Development	☐ E. Environment	

GRANTEE'S CERTIFICATION AND SIGNATURE

The undersigned, subject to personal liability and penalty under applicable law, certifies that he or she: (i) is authorized to sign this Grant Proposal; (ii) personally prepared or reviewed the matters found in this Grant Proposal (including any related documents/attachments); (iii) asserts all statements made in this Grant Proposal (including all attachments) are true, accurate and complete; (iv) has the requisite skills and knowledge to assert the foregoing certification; and (v) has complied and shall continue to comply with all applicable requirements of Chapter 6, Article 29 of the Revised Ordinances of Honolulu 2021, as amended (Link), regarding private organizations receiving grants of public funds from the City and County of Honolulu.

Signature of Grantee (Fiscal Sponsor) Officer

Printed Name and Title: Danielle Maldonado, Director of Operations

Date

CERTIFICATE OF THE BOARD OF DIRECTORS NO OBLIGATIONS IN ARREARS

The undersigned of the Board ("Grantee") hereby certifies that the Grantee or any principal of the Grantee or sponsored organization (where the Grantee is a Fiscal Sponsor) is not in arrears on any financial or other obligation owed to the City & County of Honolulu, a municipal corporation of the State of Hawaii.

_____
(Signature)

Summer Kaiawe
(Print name)

CERTIFICATE OF THE BOARD OF DIRECTORS AUTHORIZATION TO ASSIGN AUTHORITY

The undersigned of the Board ("Grantee") hereby certifies that Danielle Maldonado (name), Director of Operations (title), has been authorized by the Board of Directors to sign proposals, contracts, and related documents on behalf of the Grantee. Accordingly, I hereby assign the authority by the Board to execute proposals, contracts, and contract amendments on behalf of the Grantee, and further certify that the assigned is given the power and authority to do all things necessary to implement, maintain, amend, or renew such contracts, including but not limited to the delegation of signing authority to another employee of the Grantee.

_____
(Signature)

Summer Kaiawe
(Print name)

STATE OF HAWAII)
CITY AND COUNTY OF HONOLULU)

On this _____ day of _____, 202__, before me appeared Summer Kaiawe, personally known to me, who, being by me duly sworn, did say that he/she is the Board Chair of Helping Hands Hawaii and that the corporation has no corporate seal, and that said instrument was signed in behalf of said corporation by authority of its Board of Directors, and said _____ acknowledged said instrument to be the free act and deed of said corporation.

_____
Notary Public, State of Hawaii

My Commission expires:_____

Doc. Date:_____ # Pages _____
Name: _____ ____ Circuit
Doc. Description: _____
_____
_____
Signature Date
NOTARY CERTIFICATION

SECTION II
GRANT ACTIVITY INFORMATION

A. Describe how the community need, stated problem/issue, and target population are effectively validated. The description must include how the public services' target population is vulnerable or how the arts, culture, community/economic development, or environmental activities will especially support low- to moderate-income areas.

1. Provide substantive data and other qualifying information to demonstrate how the problem/issue impacts the target population and is a community priority that needs to be addressed. *(5,000 character count limit)*

According to the U.S. Census, 24.2% of Hawaii's population has identified as speaking a language other than English, struggling to access basic information. According to the State of Hawaii's Office of Language Access, "Language barriers often prohibit many residents from fully participating in our community and undermine efforts to become self-sufficient and productive." Title VI of the Civil Rights Act of 1964 prohibits discrimination based on race or national origin. Section 504 of the Rehabilitation Act of 1973 requires providers and entities receiving federal funding to make language services available to Limited English Proficient (LEP) individuals. To remove language obstacles that impede the human rights of LEP individuals, the Hawaii State Legislature adopted the Language Access Law (HRS 371-Part II) in 2006.

On Oct. 16, 2022, Honolulu Civil Beat published an article highlighting the state auditor's findings that the Office of Language Access "failed to fulfill the vision the Legislature set out for it when creating the office in 2006….Amy Agbayani, a Filipino Immigrant and longtime advocate for immigrant advocate for immigrants in Hawaii, says the audit made some excellent points, but she believes the problems with language access are much larger than anything the office is empowered to address."

LEP individuals still have difficulty accessing services such as healthcare, housing, education, and government benefits. These vulnerable people are in all communities on Oahu and need language support when receiving information like health diagnoses or legal implications. Here are some examples where our interpreters provide support:

1. A healthcare provider explains treatment, like chemotherapy and dialysis, that requires extensive instructions and commitment.
2. A housing specialist explains lease agreements and obligations to renters.
3. Educational providers communicate comprehensive updates and plans to parents regarding their students.
4. Local authorities attempt to administer aid and provide safety instructions.

The need for interpretation services has increased due to immigration growth. In 2023, there were about 256,000 immigrants, around 17.8% of the state's population. Immigrants are unaware of our systems and processes and without interpretation services cannot navigate these situations and acclimate to our community.
Bilingual Access Line (BAL) interpreters serve a crucial role by bridging cultural gaps between LEP individuals and our community. BAL interpreters provide in-person, phone, and video interpreting and written translation for LEP individuals and follow ethical standards that include maintaining confidentiality and respecting the privacy of individuals. With these guidelines, BAL's interpreters respect cultural differences and sensitivities and remain neutral and unbiased.

LEP individuals benefit from BAL interpreter services because they feel confident navigating through our complex English systems in their native language. They feel empowered and less stressed when accessing services that improve their care.

B. Describe the proposed plan

1. Provide a description of the Grant Activity. This description will be used as the scope of services in the contract. Describe why you chose this Grant Activity and how it will effectively address the community's problem / need. *(3,000 character count limit)*

Helping Hands Hawai'i's mission is to provide critical social services to improve people's quality of life and empower them on their path to a better tomorrow. We envision a thriving, resilient and self-sufficient community connected for generations through acts of aloha.

Because one in four Hawaii residents speak a language other than English at home, which is higher than the U.S. average of 21 percent, Bilingual Access Line (BAL) will reduce language barriers to access care and improve the quality of life for Limited English Proficient (LEP), low-income individuals of all ages by providing interpreting/translation services.

Using a BAL interpreter ensures professional, impartial language support and effective communication that can facilitate conversations between LEP individuals and our community. Interpreters are familiar with the language, culture, and customs to interpret in different settings and are available 24 hours a day, 7 days a week. Our services are available in person, phone, and video remote in over 250 languages.

Businesses and organizations utilize BAL's app to request in-person or on-demand interpreters conveniently and easily. Interpreters are available on-demand within minutes providing language support anywhere. Staff receive interpretation appointment requests over the phone, fax, or email to schedule on-site interpretation. In-person language support is offered in 19 languages by 34 staff interpreters on Oahu.

Another service that BAL provides is written translation. BAL can translate any documents (birth certificates, flyers, forms, brochures, letters, etc.) from English to another language and vice versa. We can also provide translation for web page content, allowing organizations and businesses to communicate online to LEP audiences. Our translation services can be provided in these languages: Cantonese, Chuukese, Ilocano, Japanese, Korean, Mandarin, Marshallese, Samoan, Spanish, Tagalog, Tongan, Vietnamese, and Visayan.

BAL supports organizations and businesses to facilitate effective communication with LEP individuals. This allows our community to increase accessibility, empower individuals to be informed, and bridge the language gap. Interpretation services foster trust during important interactions, like meetings, consultations, or other services, allowing LEP individuals to participate within our community.

2. Provide measurable outcomes, describe how outcomes are aligned with the purposes and priorities of the Grants in Aid Fund, and describe how outcomes directly benefit the target population. *(3,000 character count limit)*

Public Services should begin with a statement of the number of individuals that the Grant Activity will directly benefit during the Grant Term.

Arts, Culture, Community/Economic Development or Environment should begin with a statement as to how the Grant Activity supports the sustainable improvement in the well-being and quality of life of local communities, especially low to moderate income areas.

BAL is our community's language partner and will benefit 1,200 low-income, LEP individuals during the grant term by supporting their language needs. Our measurable outcomes during the period include the following:

1. Complete 100 appointments per month in person, by phone, by video, or written translation in sectors that serve low-income LEP individuals, such as healthcare, housing, education, government benefits, etc.
2. Collect 10 surveys per month to solicit feedback and improve service delivery.
3. Complete at least 416 appointments in districts 1, 2, 3, 4, 7, 8, and 9 and 784 appointments in districts 5 and 6 to ensure equitable access to language services.

These outcomes align with the purpose and priorities of the Grants in Aid Fund by reducing the injustices that LEP communities experience. BAL offers a linguistic solution to the most vulnerable individuals including, but not limited to, seniors, persons with disabilities, children, survivors of domestic violence, and people experiencing houselessness, substance use or poor mental health. BAL services create, develop, and empower low-income, LEP households by providing language tools that are accessible to them in every aspect of their lives.

These outcomes directly benefit the target population because BAL services bridge the communication gap between LEP individuals and businesses and organizations. Our language services are inclusive and available 24/7 in more than 250 languages by phone or video, 19 languages in person, and 15 languages for written translation.

Through our interpreters, LEP individuals are empowered to freely communicate their concerns and advocate for their well-being, reducing their stress in situations like medical and public emergencies or housing evictions. When LEP individuals participate, collaborate, and take an active role to improve their family's quality of life, it creates a sustainable improvement within our community.

3. Provide an action plan to achieve the stated measurable outcomes. If the Grant Activity involves a partnership, describe each partner's role. Must include measurable milestones, specific events, or other performance measures appropriate to achieving the outcomes. *(3,000 character count limit)*

The action plan to achieve the stated measurable outcomes is as follows:

1. Provide staff with 4 development and training opportunities, such as current medical terminology, ethics, professional conduct, etc.
2. Meet with current businesses and organizations to personalize services to their needs.
3. Promote and increase awareness of BAL's language services to new businesses and organizations that serve low-income LEP communities by distributing flyers and other materials by mail, e-mail, and in person.
4. Provide new businesses and organizations with training for on-demand and scheduled appointment requests.
5. Schedule in-person, phone, video, and written translation appointments by dispatching to available interpreters.
6. Complete 100 appointments to low-income LEP individuals monthly.

7. Export monthly appointment report to track the number of completed appointments by service delivery method (i.e., in-person, phone, video, and written translation), location of services, industry, and demographics of LEP individuals.
8. Analyze data to identify patterns and trends within our LEP community.
9. Solicit feedback by surveying businesses and organizations that utilize language services.
10. Collect 10 surveys monthly and analyze feedback to make informed decisions, improve service delivery, and understand the needs of our LEP community.

Milestones, specific events, or other performance measures we will achieve include:

1. Completion of at least 4 development and training opportunities for staff.
2. Production and distribution of flyers and other marketing materials.
3. Recruitment of new businesses and organizations that actively use language services.
4. Completion of at least 100 monthly appointments for low-income LEP individuals.
5. Completion of at least 10 surveys by businesses and organizations that serve low-income LEP individuals.

4. Provide a budget narrative that explains how the budget in Section III will achieve the desired outcomes. (*3,000 character count limit)*

Low-income LEP individuals will directly benefit from professional language support provided by interpreters with more than 150 years of experience. The Grants in Aid funding will be crucial for facilitating additional support to low-income, LEP individuals on Oahu.

With a total request of $150,000, 100% will contribute to the language services provided to LEP individuals.

$33,684 will support the professional interpreters' salaries, including:

1. In person appointments
2. Phone appointments
3. Video appointments
4. Written translation projects

$2,359 will support interpreter travel expenses for in-person appointments, including:

1. Mileage
2. Parking

$113,957 will support the salaries and fringe benefits of a Program Manager and Customer Service Specialist, who will be:

1. Responding to inquiries for services
2. Dispatching and scheduling appointments
3. Responding to 24/7 on-call appointments
4. Providing technical support for phone or video appointments
5. Quoting for written translation projects
6. Editing layout and design of written translation projects in the requested languages
7. Marketing strategy development and implementation
8. Onboarding and training for new businesses and organizations
9. Soliciting feedback from consumers
10. Analyzing trends and implementing adjustments to service delivery
11. Securing professional development training for staff

With the support of $150,000 in Grants in Aid funding, Helping Hands Hawai‘i’s Bilingual Access Line will provide 1,200 appointments for low-income, LEP individuals of all ages on Oahu. Fully funding our request will impact LEP individuals and their families by increasing their accessibility to services and resources that can improve their well-being and quality of life.

5. Provide a timeline that is complete, realistic and appropriate to achieve the desired outcomes. This timeline should also be reflected in Section IV. *(3,000 character count limit)*

In month 1-3, BAL will:

1. Develop and print flyers and other materials to distribute to businesses and organizations.
2. Provide staff with 1 development and training opportunity.
3. Meet with current businesses and organizations to personalize services to their needs.
4. Provide new businesses and organizations with training for on-demand and scheduled appointment requests.
5. Schedule and complete 100 appointments monthly.
6. Export monthly appointment report to track the number of completed appointments by service delivery method (i.e., in-person, phone, video, and written translation), location of services, industry, and demographics of LEP individuals.
7. Analyze data to identify patterns and trends within our LEP community.
8. Solicit feedback by surveying businesses and organizations that utilize language services.
9. Collect 10 surveys monthly and analyze feedback to make informed decisions, improve service delivery, and understand the needs of our LEP community.

In month 4-6, BAL will:

1. Provide staff with 1 development and training opportunity.
2. Provide new businesses and organizations with training.
3. Schedule and complete 100 appointments monthly.
4. Export monthly appointment report.
5. Analyze data.
6. Collect 10 surveys monthly and analyze data.

In month 7-9, BAL will:

1. Distribute flyers and other materials to businesses and organizations.
2. Provide staff with 1 development and training opportunity.
3. Provide new businesses and organizations with training.
4. Schedule and complete 100 appointments monthly.
5. Export monthly appointment report.
6. Analyze data to identify patterns and trends within our LEP community.
7. Collect 10 surveys monthly and analyze data.
8. Implement operational adjustments as needed.

In month 10-12, BAL will:

1. Provide staff with 1 development and training opportunity.
2. Provide new businesses and organizations with training.
3. Schedule and complete 100 appointments monthly.
4. Export monthly appointment report.
5. Analyze data.
6. Collect 10 surveys monthly and analyze data.

C. Provide evidence of the agency's ability to perform the proposed grant activity through past performance, current capacity and/or plan to acquire the capacity to perform.

1. Provide data that demonstrates proven success in offering the same, similar, or related activities to achieve the proposed outcomes. *(3,000 character count limit)*

Helping Hands Hawai'i (HHH) has played a huge part in strengthening our community for 50 years by providing critical services for children, adults, seniors, and their families. HHH solves immediate financial needs, overcomes language barriers, increases food security, and keeps families housed. The safety net of our programs helps people work toward overcoming poverty, houselessness, food insecurity, household instability, and other challenges. Separately, these programs address distinct areas of need; but together, they work in concert to help Hawaii's vulnerable residents realize their fullest potential. These ongoing programs, which connect people, create opportunities for greater independence and resilience, which improve people's quality of life and empowers them on their paths toward a brighter and sustainable future.

For almost 40 years, Bilingual Access Line (BAL) has provided spoken interpretation and written translation to improve access to resources for Limited English Proficient (LEP) individuals. Without language support, LEP individuals do not have equal access to essential services that can improve and sustain their lives, including education, work, housing, social services, healthcare, and more.

Since 2021, BAL completed 1,593 appointments for 12 departments of the City & County of Honolulu to ensure LEP individuals could access City services.

In 2023, BAL completed 3,628 interpretation appointments in total, which consisted of:

1. 1,578 phone
2. 1,571 in person
3. 224 by video
4. 255 written translation projects (brochures, flyers, forms, and certificates).

In these appointments, the program served individuals of all ages, including:

1. 348 children (ages 0-14)
2. 121 youths (ages 15-24)
3. 647 adults (ages 25-64)
4. 1,337 seniors (ages 65 and over)
5. 1,175 unknowns (where ages or birth dates were not provided)

This year our Tagalog interpreter attended a wrongful eviction appointment at Legal Aid Society of Hawaii, a Victim/Witness Kokua Services agency. A newly widowed senior, who lost access to her husband's pension, could not continue paying her mortgage of $1,200 on her salary alone. Through our interpreter, the Legal Aid attorney was able to communicate with her to address her immediate needs, such as housing. The lawyer helped her apply for senior housing, filed a claim to contest her wrongful eviction, completed documents to reinstate her husband's pension, and informed her about her rights. After utilizing BAL's services, she requested language support to address health concerns. She continues to use BAL interpreters during legal appointments and medical treatments. She successfully transitioned into a new home that makes accessing services convenient.

This is just one of many success stories that illustrate BAL's accomplishments in meeting the need of our community.

2. Describe the applicant's capacity to successfully achieve the proposed outcomes.
OR
Provide a plan to acquire the capacity to successfully achieve the proposed outcomes (including how the applicant has acquired similar capacity in the past).

Responses should include organizational knowledge, staffing, fiscal resources, facilities and other resources, stakeholders and relationships, and other relevant resources. *(3,000 character count limit)*

Operational efficiencies are a priority to ensure HHH continues to serve vulnerable communities in Hawaii. We have collected data to measure our impact and assess community needs. This allows us to make data-driven decisions and improve efficiency.

We have invested in numerous job-related development opportunities for staff. This experience allows staff to be current, relevant, and motivated to deliver a high-quality service to our community. BAL's team includes:

1. Jessica Daniels, Program Manager, who joined HHH in 2000 and has managed BAL since 2003. She has a strong working relationship with an array of businesses and organizations. She is active in groups that advocate for LEP individuals and is knowledgeable about their disadvantages within our community.
2. Maria Bui, Customer Service Specialist, transitioned from a volunteer to an employee in 2023. She is responsible for answering program inquiries, dispatching requests, and scheduling interpreter services.
3. Interpreters, 35 staff, have more than 150 years of experience providing assistance in 19 languages and work in person throughout Oahu or remotely by video or phone. We are actively hiring more interpreters to build capacity.
4. Accounting, Human Resources, and Management departments are at 2100 N. Nimitz Hwy. and support BAL operations with accounts payables/receivables, recruiting and volunteer management, and marketing and fund development.

HHH owns the property, which is located in Kalihi and accessible by several bus stops and the H-1 freeway. The office is compliant with the Americans with Disabilities Act and has 2 parking and 2 restroom stalls for individuals with disabilities.

We invested in technology improvements to address manual processes and reduce inefficiencies. We replaced aging hardware, including computers and servers, transitioned to a cloud-based network, and ongoing cybersecurity training. BAL implemented software to improve data management, scheduling, and customer service. These investments in capacity building created streamlined workflows and opportunities to expand services.

HHH has the capacity to secure revenue from individuals, foundation grants, corporate gifts, government funding, and program service fees. HHH will continue marketing strategies to promote language service within our community and develop relationships to create new business and organizational support. HHH has an 11-member volunteer board of directors with a range of professional backgrounds and experience. We continue to recruit mission-aligned board members with a network that can increase our impact.

We are members of Voluntary Organizations Active in Disasters, Coalition for Immigrant Rights, and Interagency Council on Language Access and advocate for equitable access to services for LEP communities. We partner with hundreds of organizations and frequently

support City, State, and Federal departments, hospitals, domestic violence and homeless shelters, utility providers, and nonprofits.

D. Describe the applicant's sustainability and/or additional long-term benefit to the community

1. Provide a plan for sustaining and / or expanding activities beyond the applicable grant period. *(2,000 character count limit)*

HHH has developed a multiprong development plan that supports the sustainability of the entire agency. HHH's goals include:

1. Restructuring its programs to increase meaningful impact for clients (both qualitative and quantitative outcomes/results) and generating greater donor connection and support.
   - Obj. 1: Develop and implement an internal reorganization plan to improve operational efficiencies, cost effectiveness, and service quality.
   - Obj. 2: Develop and implement a plan for ongoing professional development, recruitment, and retention.
   - Obj. 3: Develop an ongoing plan for technology acquisition, maintenance, and upgrade so that staff are enabled to work effectively.
2. Solidifying its financial strengths and grow to sufficiently respond to emerging issues and growth opportunities.
   - Obj. 1: Develop, initiate, and implement a 5-year, multipronged fund development plan to increase unrestricted revenue.

The strategy to sustain BAL is to:

1. Secure revenue from individuals, foundation grants, corporate gifts, government funding, and program service fees.
2. Strategize marketing to secure new business and organizational support.
3. Hire professional interpreters experienced in our most requested languages.
4. Continue to improve operational efficiencies.
5. Analyze data to assess community trends and needs.

BAL's goal is to:

1. Increase revenue by at least 2% each year.
2. Increase new business and organization support by at least 2% each year.
3. Hire at least 2 new staff each year.
4. Eliminate manual process in scheduling and billing.
5. Be able to increase services to individuals by 2% each year.

Describe the applicant's capacity and resources to carry out the above plan (staffing, funding, etc.) beyond the grant period. *(2,000 character count limit)*

Human resources drive HHH's operations and service delivery. Prioritizing staff development and hiring applicants who align with our mission will support sustainability and growth. Collecting and analyzing data to identify patterns and trends will allow us to solve current problems, forecast and identify new issues, and adapt quickly to the needs of our community. Being data-driven allows us to communicate with our stakeholders on their impact.

HHH has invested in improvements in Accounting, Human Resources, and Management to better support the increasing needs of our programs. HHH owns the property at 2100 N. Nimitz Hwy., conduct routine inspections to maintain and effectively utilize the space to

provide services to the community. We continue to invest in technology to streamline workflows and create opportunities to expand services. With our software platform, businesses and organizations can instantly request and receive interpretation services. This lessens the geographic barriers that prevent an LEP individual from receiving language support.

By securing different revenue streams, this diversity will allow our programs to be sustainable and have the flexibility to increase capacity. We continue to recruit mission-aligned board members to increase our impact. This will allow HHH to have access and presence in more spheres of our community to increase our support.

BAL has been contributing to the community's long-term benefit for almost 40 years. We continue to innovate our services to remove barriers, like transportation, mobility/disability, technology, and cultural unawareness, and increase accessibility to community resources. This allows businesses and organizations to expand their service into a market that they have had limited access to. With our development, fundraising and marketing plan to increase awareness and support to provide equitable access to services through language, we will be able to increase capacity and be sustainable for the next 40 years.

E. No CITY funds or assistance.
The highest consideration will be given to applicants that do not receive other funding or any form of assistance from the CITY. While applicants that receive other funding or assistance from the CITY may apply for Grants in Aid funding, the extent of funding or assistance already received in relation to services provided must be considered prior to awarding Grants in Aid funds.

A percentage of the sub-total criteria points will be awarded to Grantees based on the criteria below and the information about past funding / assistance from the CITY that follows.

The applicant has received no award from the CITY within the last 3 years.	**10%**
The applicant has received 1-2 awards from the CITY within the last 3 years.	**7%**
The applicant has received 3-5 awards from the CITY within the last 3 years.	**5%**
The applicant has received between 6-9 awards from the CITY within the last 3 years.	**3%**
The applicant has received 10 or more awards from the CITY within the last 3 years.	**0%**

GRANTEE RECEIPT OF CITY GRANTS

Identify all CITY grants received by Grantee (or Fiscal Sponsor) in the last three (3) years. Information will be verified by the CITY.

1. Grant Activity Name & Contract #: Interpreter and Translation Services MA-PAT-190014 V-3
   Grant Period: 07/26/24 – 1/31/25 Grant Amount: $16,400.00
   Grant Purpose: Provide interpreter and written translation services to victims/witnesses
   Grant Activity Status: ☒ Underway ☐ Completed ☐ Canceled
   Administrating Division: Dept of the Pros Attorney

2. Grant Activity Name & Contract #: Interpreter and Translation Services MA-PAT-1900114 V-3
   Grant Period: 07/26/24 – 01/31/25 Grant Amount: $6,525.00
   Grant Purpose: Provide interpreter and written translation services to victims/witnesses
   Grant Activity Status: ☒ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

E. Age Friendly Honolulu (Complete only if applying for the bonus points)
Consideration is to be given to applicants that incorporate the vision and goals of the Age-Friendly Honolulu Program (as codified in ROH Chapter 2, Article 22), including but not limited to (1) enabling residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active; and (2) removing barriers to inclusion for and providing support services to vulnerable residents and/or have physical limitations.

If awarded bonus points for being an Age-Friendly Honolulu project, the Grantee will be subject to additional reporting requirements, including but not limited to name, age, and physical location of seniors being served by the project.

To be eligible for the bonus points as an Age-Friendly Honolulu project an organization must demonstrate the proposal aligns with Age-Friendly Honolulu's priorities by completing the following TWO steps:

1) Go the following website https://www.hiphi.org/age-friendly-honolulu/ to access an Age-Friendly Honolulu training video. The video should be watched by at least one (1) person from the non-profit organization in a leadership position (Executive Director, Administrator, or equivalent). This video will define an "age-friendly city" and explain what types of projects align with the Age-Friendly Honolulu Vision.

2) Complete the section below by selecting which Age-Friendly Honolulu category best fits the activities of your organization and providing a brief description of how your proposal is an Age-Friendly Honolulu project.

☐ Enabling Residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active, particularly at the oldest ages

☐ Providing Kupuna with meaningful roles in the community, including mentors, volunteers, or through intergenerational programming

☐ Removing barriers to support community inclusion and accessibility for persons of all abilities.

3) How is your proposal an Age-Friendly Honolulu Project and explain how your organization can meet the additional reporting requirements if awarded? *(2,000 character count limit)*

Proposal 70

APPENDIX A: TIER II GRANT PROPOSAL (Grants $25,000 to $150,000)
SOLICITATION NO. RGP-DCS-GIA2026

Instructions: The proposal below must be completed in full. Responses must be provided in the fillable boxes provided. Where annotated, the fillable boxes have predetermined maximum limits on character counts. Letters, numbers, punctuation marks, and spaces are included in the character count limits.

SECTION I
SUMMARY

A. Grantee Legal Name:	HI GOOD SAMARITAN FOUNDATION
B. Is Grantee a Fiscal Sponsor?	☐ Yes X No
C. Grant Activity Name:	CEDAR FARMS TRANSITIONAL SHELTER – HOMELESS TOWN REDEVELOPMENT & VOCATIONAL TRAINING PROGRAM

D. Briefly describe the Grantee's background, history (including year established), and mission. *(400 character count limit)*

The HI Good Samaritan Foundation ("HGSF") was initiated when Hawaii Cedar Church located in Kalihi started a homeless relief project & foodbank service in 2004. Thereafter, the House of Love, a rehabilitation center for drug patients in 2005 was established. In 9/2009, in conjunction with the 35th anniversary of Hawaii Cedar Church, the HGSF was formally established to assume and carry forth the homeless initiatives that were initiated through the Hawaii Cedar Church.

E. Briefly describe the Grant Activity and public need being filled. *(400 character count limit)*

To address the critical need for shelter for homeless individuals on the Waianae Coast, HGSF used its own resources &structures for the Homeless Town project. However, these existing structures are deteriorating & in need of replacement. Funds will be for preliminary design & planning activities to replace these structures & to continue to provide residential, vocational training and other necessary supportive services for a minimum of 70 homeless individuals.

F. Briefly summarize Grant Activity outcomes and measures of success, including number and description of those served. *(400 character count limit)*

The desired outcomes of the grant activity are as follows: (1) to replace existing structures at the project site at 85-596I Waianae Valley Road to comply with the county's zoning & building codes; and, (2) to provide a minimum of 100 homeless individuals with residential, vocational, & other necessary supportive services at the project. Approximately 50% of these individuals suffer from depression, drug abuse, or other mental, physical, or emotional issues.

G. Council District
Check all districts that will benefit from the Grant Activity. Provide the amount requested per district. Amounts must be in whole numbers only.

X District 1	☐ District 2	☐ District 3
$150,000	$0	$0

☐ District 4 $0	☐ District 5 $0	☐ District 6 $0
☐ District 7 $0	☐ District 8 $0	☐ District 9 $0
Total Amount Requested (must be $25,000 to $150,000)	$150,000	

H. Type of Grant Activity (pick ONE category that best reflects the Grant Activity):		
1. Public Services: Projects in this category will support qualified public services and programs for the target populations deemed by the CITY to be most vulnerable.		
☐ A. Public Service – Seniors	☐ B. Public Service - Children	☐ C. Public Service - Disabilities
X D. Public Service – Homeless	☐ E. Public Service – Domestic Violence	☐ F. Public Service – Substance Abuse
☐ G. Public Service – Mental Health	☐ H. Public Service – Other (describe):	
2. Arts, Culture, Community/Economic Development, and the Environment: Projects in this category will support the sustainable improvement in the well-being and quality of life of local communities, especially low- to moderate income areas.		
☐ A. Arts	☐ B. Culture	☐ C. Community Development
☐ D. Economic Development	☐ E. Environment	

GRANTEE'S CERTIFICATION AND SIGNATURE

The undersigned, subject to personal liability and penalty under applicable law, certifies that he or she: (i) is authorized to sign this Grant Proposal; (ii) personally prepared or reviewed the matters found in this Grant Proposal (including any related documents/attachments); (iii) asserts all statements made in this Grant Proposal (including all attachments) are true, accurate and complete; (iv) has the requisite skills and knowledge to assert the foregoing certification; and (v) has complied and shall continue to comply with all applicable requirements of Chapter 6, Article 29 of the Revised Ordinances of Honolulu 2021, as amended (Link), regarding private organizations receiving grants of public funds from the City and County of Honolulu.

Duk Whan Kim 11/21/24

Signature of Grantee (Fiscal Sponsor) Officer — Date

Printed Name and Title:
Duk Whan Kim, President & CEO
HI Good Samaritan Foundation

CERTIFICATE OF THE BOARD OF DIRECTORS NO OBLIGATIONS IN ARREARS

The undersigned of the Board ("Grantee") hereby certifies that the Grantee or any principal of the Grantee or sponsored organization (where the Grantee is a Fiscal Sponsor) is not in arrears on any financial or other obligation owed to the City & County of Honolulu, a municipal corporation of the State of Hawaii.

Duk Whan Kim
(Signature)

Duk Whan Kim, President & CEO
(Print name)

CERTIFICATE OF THE BOARD OF DIRECTORS AUTHORIZATION TO ASSIGN AUTHORITY

The undersigned of the Board ("Grantee") hereby certifies that Duk Whan Kim (name), President & CEO, HI Good Samaritan Foundation (title), has been authorized by the Board of Directors to sign proposals, contracts, and related documents on behalf of the Grantee. Accordingly, I hereby assign the authority by the Board to execute proposals, contracts, and contract amendments on behalf of the Grantee, and further certify that the assigned is given the power and authority to do all things necessary to implement, maintain, amend, or renew such contracts, including but not limited to the delegation of signing authority to another employee of the Grantee.

Duk Whan Kim
(Signature)

Duk Whan Kim, President & CEO
(Print name)

STATE OF HAWAII)
CITY AND COUNTY OF HONOLULU)

On this 21st day of November, 2024, before me appeared DUK WHAN KIM, personally known to me, who, being by me duly sworn, did say that he/~~she~~ is the President & CEO of HI Good Samaritan Fund and that the corporation has no corporate seal, and that said instrument was signed in behalf of said corporation by authority of its Board of Directors, and said DUK WHAN KIM acknowledged said instrument to be the free act and deed of said corporation.

CATHLEEN Y.I. BACLAAN NOTARY 84-121 PUBLIC STATE OF HAWAII

Cathleen Y.I. Baclaan
Notary Public, State of Hawaii

My Commission expires: 04-12-2028

Doc. Date: 11-21-2024 # Pages 24
Name: Cathleen Y.I. Baclaan 1st Circuit
Doc. Description: TIER II GRANT PROPOSAL (Grants $25,000 to $150,000) SOLICITATION NO. RGP-DCS-GIA2026

11-21-2024
Signature Date
NOTARY CERTIFICATION

CATHLEEN Y.I. BACLAAN NOTARY 84-121 PUBLIC STATE OF HAWAII

SECTION II
GRANT ACTIVITY INFORMATION

A. Describe how the community need, stated problem/issue, and target population are effectively validated. The description must include how the public services' target population is vulnerable or how the arts, culture, community/economic development, or environmental activities will especially support low- to moderate-income areas.

1. Provide substantive data and other qualifying information to demonstrate how the problem/issue impacts the target population and is a community priority that needs to be addressed. *(5,000 character count limit)*

Per the Point in Time County 2023 Comprehensive Report (dated 5/11/2023) there were 4,028 people experiencing homelessness on Oahu on January 22, 2023, which is a slight increase from the Point in Time Count 2022 of 3,951. Significantly, the number of unsheltered individuals continues to exceed sheltered individuals with 2,365 listed as unsheltered with 1,663 being recorded as sheltered.

As detailed in the Point in Time County 2023 Comprehensive Report, Region 7 (Wai'anae), which is the focus area for this application and project, had the largest percentage of the unsheltered population at 27% (603 individuals) than any other region on Oahu and more concerning, reflected an 18% increase of homeless individuals over 2022 which equated to 206 individuals since the 2022 count.

Specifically, to the target area of this application, the Point in Time County 2023 Comprehensive Report identified 630 people experiencing homelessness on the Waianae Coast on January 22, 2023. Of the 630, 576 were adults, 54 were children and 1 was an unaccompanied minor. With the largest number of unsheltered individuals experiencing homelessness residing in Waianae, the demand for emergency, transitional and permanent housing opportunities is quite evident.

The "Homeless Town" project of the applicant follows the focus of the Statewide Office On Homelessness and Housing Solutions in creating places for people experiencing homelessness to be housed and healed. In particular, the "Homeless Town" project is synonymous with one of the principal priorities of the Office of the Governor which is to "*Test New Solutions to Long-Term Affordable Communities (Including Non-Traditional Housing)*" through: (1) the creation of low-cost, low-footprint, "village" housing where people support each other's healing and growth as a community; and, (2) to partner with community groups, nonprofits, faith-based organizations, private landowners, and Counties to create homes for those experiencing homelessness in less traditional ways.

B. Describe the proposed plan

1. Provide a description of the Grant Activity. This description will be used as the scope of services in the contract. Describe why you chose this Grant Activity and how it will effectively address the community's problem / need. *(3,000 character count limit)*

HGSF provides residential and supportive services for homeless individuals at its property at 85-596I Waianae Valley Road. The project designated as "Homeless Town" consists of four (4) existing structures that were built in 1934 and fifty-four (54) outdoor sheds. Approximately seventy-three (73) homeless individuals are accommodated through these structures (19 in the 4 existing structures and 54 in the

outdoor sheds). Approximately 50% of the homeless individuals staying at HGSF's property suffer from depression, drug abuse, or other mental, physical, or emotional issues. As part of its program, residents are offered vocation/job training services in four (4) subjects: acupressure, sanitation, culinary arts and auto body repair. These classes are offered quarterly to all residents.

HGSF used its own resources for the Homeless Town project, however, the existing structures and outdoor sheds are deteriorating and need to be replaced. However, rather than mandating the immediate termination and closure of the program, the City has encouraged HGSF to replace these so that it may continue to serve a critical need in the community.

Therefore, a minority portion of the funds that are being requested are for preliminary design and planning activities to replace these structures. The majority of the requested grant funds will be expended for the counseling, vocational and supportive service components of the job training activity of the program.

2. Provide measurable outcomes, describe how outcomes are aligned with the purposes and priorities of the Grants in Aid Fund, and describe how outcomes directly benefit the target population. *(3,000 character count limit)*

Public Services should begin with a statement of the number of individuals that the Grant Activity will directly benefit during the Grant Term.

Arts, Culture, Community/Economic Development or Environment should begin with a statement as to how the Grant Activity supports the sustainable improvement in the well-being and quality of life of local communities, especially low to moderate income areas.

In order to cure the zoning and permitting challenges, the Applicant will be required to apply for county permits that require a detailed project proposal that includes detailed site and construction plans that will only be developed after a formal planning and designed process by qualified consultants is completed. The GIA funds requested through this application will allow for the aforementioned detailed site and construction plans to be developed.

The costs for construction will be determined upon the completion of the planning and design phase. Funds for construction are available through the City and County of Honolulu through funds administered through the Department of Community Services. These include, but are not limited to, Community Development Block Grant, Affordable Housing and Pathways to Removing Obstacles to Housing programs.

Once the construction phase is completed, HGSF will expand its Homeless Town project, which presently serves seventy-three (73) homeless individuals, to serve one hundred twenty (120) homeless individuals.

Presently, HGSF evaluates its programs quarterly through surveying its program participants to ensure that his/her individual service goals and objectives are being addressed. Given the diversity and complexity of the populations served at its Homeless Town project, a standardized program curriculum is difficult to implement, therefore, HGSF, through the surveying of its program participants, enables its staff to adjust program components as necessary to allow the participants to progress towards recovery and eventually, self-sufficiency.

3. Provide an action plan to achieve the stated measurable outcomes. If the Grant Activity involves a partnership, provide a description of each partner's role. Must include measurable milestones, specific events, or other performance measures appropriate to achieving the outcomes. *(3,000 character count limit)*

The primary milestone for this project is the development of a formal project proposal with detailed site and construction plans that will remedy the county zoning and building codes issues. Therefore, upon the issuance of a Notice to Proceed, the Applicant proposes the following timeline to achieve the milestone:

Months 1-6: Development of Project Planning, Design and Construction Budget Documents

Months 7-9: Discussions w/ Departments of Planning & Permitting and Community Services on Draft Project Planning, Design and Construction Budget Documents, Permitting Issues and Funding Availability/Process; Identification & Pursuit of Other Funding Sources

Months 10-14: Permitting Process

Month 15: Commencement of Construction Activities

As for direct program services, vocational/job training services are provided in four (4) subjects: acupressure, sanitation, culinary arts and auto body repair. These classes are offered quarterly to all residents. Each class is able to accommodate 10 individuals.

HGSF will seek the assistance of the Statewide Office On Homelessness and Housing Solutions in developing a measure to assess the effectiveness of its Homeless Town project, to include but not be limited to its vocational/job training program. Additionally, HGSF will apply a "cost per participant" formula as another measure of effectiveness.

4. Provide a budget narrative that explains how the budget in Section III will achieve the desired outcomes. *(3,000 character count limit)*

A minority of GIA funds will be budgeted and expended for planning and design costs for the project. There are presently no other sources of funds available for these costs. The applicant has engaged NABS LLC, Interlock, LLC and HNL Development LLC to assist with the preliminary planning and design phase of the project and should funds be awarded through this application, seeks to complete the formal planning, design and permitting phase of the project within one (1) year from the Notice to Proceed.

As to program services, the majority of the requested GIA funds will be expended for costs associated with the provision of vocational training and program management costs for its Homeless Town project. These costs, which are primarily for instructors, training supplies,

textbooks and tools. Other associated expenses, including utility and equipment costs are detailed in the enclosed budget forms.

5. Provide a timeline that is complete, realistic and appropriate to achieve the desired outcomes. This timeline should also be reflected in Section IV. *(3,000 character count limit)*

See timeline detailed in #3. above.

C. Provide evidence of the agency's ability to perform the proposed grant activity through past performance, current capacity and/or plan to acquire the capacity to perform.

1. Provide data that demonstrates proven success in offering the same, similar, or related activities to achieve the proposed outcomes. *(3,000 character count limit)*

With respect to Planning & Design activities, see description of Applicant's qualifications and project partners below that are specific to the proposed outcomes as detailed in this application.

As for the Applicant's qualifications in managing the overall program and delivery of supportive services to the residents of its Homeless Town project, an organization chart and brief description of key personnel are attached to this application as an exhibit.

2. Describe the applicant's capacity to successfully achieve the proposed outcomes.
OR
Provide a plan to acquire the capacity to successfully achieve the proposed outcomes (including how the applicant has acquired similar capacity in the past).

Responses should include organizational knowledge, staffing, fiscal resources, facilities and other resources, stakeholders and relationships, and other relevant resources. *(3,000 character count limit)*

As to the service delivery specific to homeless individuals and families, presently, HGSF provides residential and supportive services for homeless individuals at its property at 85-596l Waianae Valley Road. The project designated as "Homeless Town" consists of four (4) existing structures that were built in 1934 and fifty-four (54) outdoor sheds. Approximately seventy-three (73) homeless individuals are accommodated through these structures (19 in the 4 existing structures and 54 in the outdoor sheds). Approximately 50% of the homeless individuals staying at HGSF's property suffer from depression, drug abuse, or other mental, physical, or emotional issues.

HGSF also started a job training program for the homeless individuals in 2021 and presently, twenty-five (25) individuals are enrolled in a two-year job training program. The goal of the program is to provide the participants with educational and occupational skills training to transition to viable employment opportunities to support their transition from homelessness to self-sufficiency. Funds from this GIA will allow the program to be expanded from 25 to 40 individuals per quarter.

All HGSF services and structures are staffed by volunteers and privately funded through private donors and the congregation of the Hawaii Cedar Church as HGSF receives no public funding for its Homeless Town project.

With respect to planning and design services, NABS, LLC, Interlock, LLC and HNL Development LLC have extended their expertise to the Applicant to assist with the development of conceptual designs that will be basis of formal planning, design and budget documents that will be necessary to cure the county zoning and building code issues. Additionally, these documents will allow the Applicant to pursue public and private funding opportunities for the construction phase of the project. Both of the principals of Interlock, LLC and HNL Development LLC (Ed Sheehan, AIA and Derek Lock respectively) have extensive resumes on the development of multi-family affordable and transitional housing projects to include the Kahauiki Village project at 2475 N Nimitz Hwy. Legal assistance is also being extended to the Applicant through Lee and Martin LLLP, which have substantial experience in all aspects of investment and development projects.

D. Describe the applicant's sustainability and/or additional long-term benefit to the community

1. Provide a plan for sustaining and / or expanding activities beyond the applicable grant period. *(2,000 character count limit)*

Once the project is completed, operating and maintenance costs for the project will be generated through tenant rents and other subsidies that support economically disadvantaged and/or socially disenfranchised populations such as homeless individuals, families and children. Private donations will also be solicited if necessary.

As to funding its on-going job training program, HGSF will continue to seek grant opportunities, public and private, as well as individual and corporate donations.

2. Describe the applicant's capacity and resources to carry out the above plan (staffing, funding, etc.) beyond the grant period. *(2,000 character count limit)*

The costs for construction will be determined upon the completion of the planning and design phase. Funds for construction are available through the City and County of Honolulu through funds administered through the Department of Community Services. These include, but are not limited to, Community Development Block Grant, Affordable Housing and Pathways to Removing Obstacles to Housing programs.

There is no commitment of funds to date however, the Applicant has been invited by the City and County of Honolulu to apply for funds through the programs listed above. This does not include additional appropriations that were approved for the Fiscal Year 2023-2024 Executive Capital Improvement Program Budget by the Honolulu City Council which exceeds $100 million that may also be available to HGSF for this project. Additionally, State funds and federal tax credits will also be sought to finance the construction costs.

A prerequisite to the application for these funds is a conceptual design and construction budget henceforth the necessity of GIA funds for planning and design activities.

As noted above, HGSF has implemented its job training program for the homeless individuals since 2021 and presently, twenty-five (25) individuals are enrolled in the training program. The goal of the program is to provide the participants with educational and occupational skills training to transition to viable employment opportunities to support their transition from

homelessness to self-sufficiency. Funds from this GIA will allow the program to be expanded from 25 to 40 individuals per quarter.

E. No CITY funds or assistance. The highest consideration will be given to applicants that do not receive other funding or any form of assistance from the CITY. While applicants that receive other funding or assistance from the CITY may apply for Grants in Aid funding, the extent of funding or assistance already received in relation to services provided must be considered prior to awarding Grants in Aid funds. A percentage of the sub-total criteria points will be awarded to Grantees based on the criteria below and the information about past funding / assistance from the CITY that follows.	
The applicant has received no award from the CITY within the last 3 years.	**10%**
The applicant has received 1-2 awards from the CITY within the last 3 years.	**7%**
The applicant has received 3-5 awards from the CITY within the last 3 years.	**5%**
The applicant has received between 6-9 awards from the CITY within the last 3 years.	**3%**
The applicant has received 10 or more awards from the CITY within the last 3 years.	**0%**

GRANTEE RECEIPT OF CITY GRANTS

Identify all CITY grants received by Grantee (or Fiscal Sponsor) in the last three (3) years. Information will be verified by the CITY. **NOT APPLICABLE**

1. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

2. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

3. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

4. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled

E. Age Friendly Honolulu (Complete only if applying for the bonus points)
Consideration is to be given to applicants that incorporate the vision and goals of the Age-Friendly Honolulu Program (as codified in ROH Chapter 2, Article 22), including but not limited to (1) enabling residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active; and (2) removing barriers to inclusion for and providing support services to vulnerable residents and/or have physical limitations.

If awarded bonus points for being an Age-Friendly Honolulu project, the Grantee will be subject to additional reporting requirements, including but not limited to name, age, and physical location of seniors being served by the project.

To be eligible for the bonus points as an Age-Friendly Honolulu project an organization must demonstrate the proposal aligns with Age-Friendly Honolulu's priorities by completing the following TWO steps:

1) Go the following website https://www.hiphi.org/age-friendly-honolulu/ to access an Age-Friendly Honolulu training video. The video should be watched by at least one (1) person from the non-profit organization in a leadership position (Executive Director, Administrator, or equivalent). This video will define an "age-friendly city" and explain what types of projects align with the Age-Friendly Honolulu Vision.

2) Complete the section below by selecting which Age-Friendly Honolulu category best fits the activities of your organization and providing a brief description of how your proposal is an Age-Friendly Honolulu project.

☐ Enabling Residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active, particularly at the oldest ages

☐ Providing Kupuna with meaningful roles in the community, including mentors, volunteers, or through intergenerational programming

☐ Removing barriers to support community inclusion and accessibility for persons of all abilities.

3) How is your proposal an Age-Friendly Honolulu Project and explain how your organization can meet the additional reporting requirements if awarded? *(2,000 character count limit)*

Proposal 71

APPENDIX A: TIER II GRANT PROPOSAL (Grants $25,000 to $150,000)
SOLICITATION NO. RGP-DCS-GIA2026

Instructions: The proposal below must be completed in full. Responses must be provided in the fillable boxes provided. Where annotated, the fillable boxes have predetermined maximum limits on character counts. Letters, numbers, punctuation marks, and spaces are included in the character count limits.

SECTION I
SUMMARY

A. Grantee Legal Name:	Hispanic Chamber of Commerce Hawaii
B. Is Grantee a Fiscal Sponsor?	☐ Yes ☒ No
C. Grant Activity Name:	Supporting and Empowering the Hispanic Community in Honolulu County

D. Briefly describe the Grantee's background, history (including year established), and mission. *(400 character count limit)*

The Hispanic Chamber of Commerce Hawai'i (HCCH), founded in 2019, is a volunteer-run 501(c)(3) organization empowering Hispanics in Hawai'i. HCCH promotes economic, social, and cultural growth through education, mentorship, networking, and cultural events. With a proven record of impactful programs, HCCH strengthens Hawai'i's Hispanic business community while advancing diversity and inclusion.

E. Briefly describe the Grant Activity and public need being filled. *(400 character count limit)*

This grant will support programs empowering Hispanics, Hawai'i's fastest-growing yet underrepresented group, comprising 11% of the population. Activities include cultural events to educate and unify the public, financial literacy programs, and business training to uplift low- to moderate-income individuals. We will address economic inequality & promote diversity, inclusion & community well-being.

F. Briefly summarize Grant Activity outcomes and measures of success, including number and description of those served. *(400 character count limit)*

Grant outcomes include increased cultural awareness through events reaching 3,000+ participants, improved financial literacy for 500+ Hispanic individuals & business training for 50 entrepreneurs. Event attendance, program evaluations & participant feedback measure success. These initiatives will empower low- to moderate-income Hispanics, foster economic growth, inclusion & community resilience.

G. Council District
Check all districts that will benefit from the Grant Activity. Provide the amount requested per district. Amounts must be in whole numbers only.

☒ District 1 $10,000	☒ District 2 $10,000	☒ District 3 $10,000
☒ District 4 $10,000	☒ District 5 $10,000	☒ District 6 $20,000
☒ District 7 $10,000	☒ District 8 $10,000	☒ District 9 $10,000

Total Amount Requested (must be $25,000 to $150,000)	$100,000

H. Type of Grant Activity (pick ONE category that best reflects the Grant Activity):		
1. Public Services: Projects in this category will support qualified public services and programs for the target populations deemed by the CITY to be most vulnerable.		
☐ A. Public Service – Seniors	☐ B. Public Service - Children	☐ C. Public Service - Disabilities
☐ D. Public Service – Homeless	☐ E. Public Service – Domestic Violence	☐ F. Public Service – Substance Abuse
☐ G. Public Service – Mental Health	☐ H. Public Service – Other (describe):	
2. Arts, Culture, Community/Economic Development, and the Environment: Projects in this category will support the sustainable improvement in the well-being and quality of life of local communities, especially low- to moderate income areas.		
☐ A. Arts	☒ B. Culture	☐ C. Community Development
☐ D. Economic Development	☐ E. Environment	

GRANTEE'S CERTIFICATION AND SIGNATURE

The undersigned, subject to personal liability and penalty under applicable law, certifies that he or she: (i) is authorized to sign this Grant Proposal; (ii) personally prepared or reviewed the matters found in this Grant Proposal (including any related documents/attachments); (iii) asserts all statements made in this Grant Proposal (including all attachments) are true, accurate and complete; (iv) has the requisite skills and knowledge to assert the foregoing certification; and (v) has complied and shall continue to comply with all applicable requirements of Chapter 6, Article 29 of the Revised Ordinances of Honolulu 2021, as amended (Link), regarding private organizations receiving grants of public funds from the City and County of Honolulu.

B [signature] 1-21-24

Signature of Grantee (Fiscal Sponsor) Officer — Date

Printed Name and Title: Barbara De Lucca, President, Hispanic Chamber of Commerce Hawaii

CERTIFICATE OF THE BOARD OF DIRECTORS NO OBLIGATIONS IN ARREARS

The undersigned of the Board ("Grantee") hereby certifies that the Grantee or any principal of the Grantee or sponsored organization (where the Grantee is a Fiscal Sponsor) is not in arrears on any financial or other obligation owed to the City & County of Honolulu, a municipal corporation of the State of Hawaii.

(Signature)

Barbara Salazar De Lucca

CERTIFICATE OF THE BOARD OF DIRECTORS AUTHORIZATION TO ASSIGN AUTHORITY

The undersigned of the Board ("Grantee") hereby certifies that Barbara Salazar De Lucca (name), President, of the Hispanic Chamber of Commerce Hawaii (title), has been authorized by the Board of Directors to sign proposals, contracts, and related documents on behalf of the Grantee. Accordingly, I hereby assign the authority by the Board to execute proposals, contracts, and contract amendments on behalf of the Grantee, and further certify that the assigned is given the power and authority to do all things necessary to implement, maintain, amend, or renew such contracts, including but not limited to the delegation of signing authority to another employee of the Grantee.

(Signature)

Barbara Salazar De Lucca

STATE OF HAWAII)
CITY AND COUNTY OF HONOLULU)

On this 21st day of November, 2024, before me appeared Barbara Salazar De Lucca, personally known to me, who, being by me duly sworn, did say that he/she is the President of The Hispanic Chamber of Commerce Hawaii and that the corporation has no corporate seal, and that said instrument was signed in behalf of said corporation by authority of its Board of Directors, and said President acknowledged said instrument to be the free act and deed of said corporation.

MONICA NUNEZ NOTARY 16-373 PUBLIC STATE OF HAWAII

Monica Nunez

Notary Public, State of Hawaii

My Commission expires: October 23, 2028

Doc. Date: 11/21/2024 # Pages 1
Name: Monica Nunez 1st Circuit
Doc. Description: Certificate of the Board of Directors No Obligations in Arrears and Authorization to Assign Authority

Signature 11/21/2024 Date

NOTARY CERTIFICATION

MONICA NUNEZ NOTARY 16-373 PUBLIC STATE OF HAWAII

SECTION II
GRANT ACTIVITY INFORMATION

A. Describe how the community need, stated problem/issue, and target population are effectively validated. The description must include how the public services' target population is vulnerable or how the arts, culture, community/economic development, or environmental activities will especially support low- to moderate-income areas.

1. Provide substantive data and other qualifying information to demonstrate how the problem/issue impacts the target population and is a community priority that needs to be addressed. *(5,000 character count limit)*

Substantive Data and Community Priority: The Hispanic population, Hawai'i's fastest-growing ethnic group at 11% of the state's total population, remains severely underrepresented in government data and public initiatives. Hispanic-owned businesses account for over 400 employer firms county-wide, yet many face systemic barriers, including limited access to capital, networking opportunities, and training resources (UHERO report). These challenges, coupled with the national divisive climate, have heightened anxiety among Hispanics due to likely policy immigration retoric, underscore the need for targeted support.

This initiative addresses these challenges by fostering economic empowerment and community visibility across all nine districts of Honolulu County, engaging small business owners, aspiring entrepreneurs, and the public. By covering every district and hosting one large, county-wide festival, we will ensure a widespread, inclusive impact that highlights the contributions and potential of the Hispanic community.

Tentative Calendar of Activities by District

District 1:
Activity: Business Basics Workshop
Target Audience: Aspiring entrepreneurs
Description: A hands-on workshop covering essential topics such as business planning, licensing, and access to funding.
Date: December

District 2:
Activity: Financial Literacy Seminar
Target Audience: Small business owners and individuals
Description: A seminar focused on financial management, credit-building strategies, and accessing local grants or loans.
Date: January

District 3:
Activity: Women in Business Networking Event
Target Audience: Hispanic women entrepreneurs
Description: A networking event featuring successful businesswomen, mentorship opportunities, and resources for women-led businesses.
Date: February

District 4:
Activity: Tech for Business Workshop
Target Audience: Small businesses transitioning to online platforms

Description: A workshop teaching participants to use tools like e-commerce platforms, digital marketing, and data analytics to grow their businesses.
Date: March

District 5:
Activity: Culinary Business Expo
Target Audience: Food entrepreneurs
Description: A showcase of Hispanic food businesses, featuring vendor opportunities, workshops on food safety, and marketing strategies.
Date: April

District 6:
Activity: Youth Entrepreneurship Program
Target Audience: High school and college students
Description: A program introducing youth to entrepreneurship, including mentorship and startup simulations.
Date: May

District 7:
Activity: Community Resource Fair
Target Audience: Low- to moderate-income residents
Description: An event connecting residents to small business resources, micro-loans, and workforce development programs.
Date: June

District 8:
Activity: Marketing Strategies Seminar
Target Audience: Small businesses
Description: A seminar focusing on branding, social media, and effective marketing techniques for reaching a broader audience.
Date: July

District 9:
Activity: Business Legal Clinic
Target Audience: Small business owners
Description: Free legal consultations on business compliance, contracts, and intellectual property.
Date: August

County-Wide Festival: Latin Business Expo
Location: Aloha Tower
Date: September
Description: A large-scale event showcasing Hispanic-owned businesses from all nine districts. With over 3,000 attendees expected, the expo will feature vendor booths, cultural performances, keynote speakers, and networking opportunities. This festival will celebrate Hispanic contributions to the economy and provide a platform for businesses to connect with the broader Honolulu community.

Expected Outcomes:

Businesses and Individuals Served:
- Over 500 participants in district-specific activities across nine districts

- 100 small businesses participating in the Latin Business Expo
- Over 3,000 attendees at the county-wide festival

Measures of Success:
- Attendance numbers at each event
- Participant surveys and feedback
- New business registrations or partnerships formed as a result of the workshops
- Increased public awareness and engagement with Hispanic businesses

Impact and Need:
By reaching all nine districts, this initiative ensures equitable access to resources and opportunities for Hispanic business owners and prospective entrepreneurs. The Latin Business Expo at Aloha Tower will serve as a unifying event, showcasing the vibrant contributions of Hispanic businesses across Honolulu County and fostering community pride, collaboration, and economic growth.

B. Describe the proposed plan

1. Provide a description of the Grant Activity. This description will be used as the scope of services in the contract. Describe why you chose this Grant Activity and how it will effectively address the community's problem / need. *(3,000 character count limit)*

The proposed grant activity supports a comprehensive initiative to empower Hispanic business owners and aspiring entrepreneurs across Honolulu County. It includes tailored workshops, networking events, and financial literacy training in all nine districts, culminating in a Latin Business Expo at Aloha Tower in September. District-specific activities will feature business basics workshops, legal and financial clinics, marketing seminars, and youth entrepreneurship programs. The Latin Business Expo will highlight Hispanic-owned businesses, attracting 3,000 attendees and showcasing the Hispanic community's economic and cultural contributions.

Why This Grant Activity Was Chosen:
Hawai'i's Hispanic population, representing 11% of the state, is the fastest-growing yet most underserved community. Systemic barriers, such as limited resources, cultural invisibility, and economic challenges, hinder business growth and community well-being. Hispanic-owned businesses lack access to mentorship, financial tools, and opportunities to expand their reach.

This initiative addresses these issues by:

- Empowering Entrepreneurs: Providing tools and training to build and grow businesses. Fostering Community Connections: Networking and the Latin Business Expo offer visibility, collaboration, and broader market access.
- Promoting Economic Growth: Equipping entrepreneurs with resources contributes to the economic development of Honolulu County.
- How This Activity Addresses the Need:

The program ensures representation and support for this overlooked community by targeting all nine districts with tailored workshops that address local needs. The Latin Business Expo will shine a spotlight on the Hispanic community, fostering inclusivity and cross-cultural understanding.

Key Components of the Activity:

- District-Specific Workshops: Events like financial literacy seminars, youth entrepreneurship programs, and legal clinics deliver impactful outreach.

- Latin Business Expo: A large-scale celebration at Aloha Tower, showcasing Hispanic-owned businesses to 3,000 attendees.
- Capacity Building: Strengthens business owners' skills, access to funding, and market reach.

By addressing barriers to economic participation and highlighting Hispanic contributions, this program fosters a more inclusive, prosperous community. It tackles immediate challenges while creating lasting impacts, advancing the economic and cultural growth of Honolulu County.

2. Provide measurable outcomes, describe how outcomes are aligned with the purposes and priorities of the Grants in Aid Fund, and describe how outcomes directly benefit the target population. *(3,000 character count limit)*

Public Services should begin with a statement of the number of individuals that the Grant Activity will directly benefit during the Grant Term.

Arts, Culture, Community/Economic Development or Environment should begin with a statement as to how the Grant Activity supports the sustainable improvement in the well-being and quality of life of local communities, especially low to moderate income areas.

This Grant Activity will benefit 3,500 individuals through district-specific workshops, networking events, financial literacy programs, and the Latin Business Expo. These activities align with the GIA Fund's mission to sustainably improve well-being and quality of life, especially in low- to moderate-income areas.

Improving Economic Well-Being:
500 individuals will attend workshops across nine districts, gaining skills in financial literacy, marketing, entrepreneurship, and legal compliance. These workshops will empower participants to overcome barriers, launch businesses, and contribute to the economic growth of Honolulu County.

Promoting Arts and Culture:
The Latin Business Expo, held during Hispanic Heritage Month, will celebrate Hispanic culture and showcase economic contributions of Hispanic-owned businesses, drawing 3,000 attendees from diverse backgrounds. The event fosters cultural awareness and inclusivity, enhancing community connections and quality of life.

Community Development and Inclusion:
District-specific activities will engage underrepresented populations in low- to moderate-income areas, ensuring access to resources and opportunities. Networking events will connect Hispanic entrepreneurs with the broader community, fostering partnerships and collaboration.

Direct Benefits to the Target Population

Economic Empowerment: Hispanic entrepreneurs will access resources and training to overcome systemic barriers, building resilient businesses and improving financial stability.
Increased Visibility: The Latin Business Expo will highlight Hispanic-owned businesses, providing exposure and opportunities to connect with customers and partners, boosting revenue potential.
Strengthened Community Connections: Events will bridge cultural gaps, showcasing Hispanic contributions while fostering pride and collaboration between entrepreneurs, leaders, and the public.

Measures of Success:

- Participation Metrics: 500 individuals completing workshops, 3,000 attendees at the Latin Business Expo.
- Skill Gains: Post-event surveys will measure increased knowledge in financial literacy, business planning, and marketing, with participants reporting greater confidence in business ventures.
- Economic Outcomes: Increased engagement of Hispanic-owned businesses in public events, improved revenues, and new business registrations.

This program addresses systemic barriers while celebrating the Hispanic community's contributions. It fosters economic growth, cultural appreciation, and inclusion, improving the quality of life in Honolulu County, particularly in low- to moderate-income areas.

3. Provide an action plan to achieve the stated measurable outcomes. If the Grant Activity involves a partnership, provide a description of each partner's role. Must include measurable milestones, specific events, or other performance measures appropriate to achieving the outcomes. *(3,000 character count limit)*

This program will implement a phased action plan across all nine districts of Honolulu County, culminating in the Latin Business Expo. Key milestones, events, and performance measures ensure accountability and alignment with the stated measurable outcomes.

Phase I: Planning and Outreach (November 2025): Identify district-specific needs through consultations with local stakeholders, including small businesses, community leaders, and cultural organizations. Promote upcoming events through social media, community newsletters, and Hispanic networks.

Performance Measure: 50+ HCCH community members engaged in planning sessions.

Collaborate with key partners:
Central Pacific Bank – Provide financial literacy trainers.
Hispanic cultural organizations – Support cultural programming.
Hawai'i Small Business Development Center – Offer mentorship and technical assistance.

Phase II: District-Specific Workshops and Networking Events (December – August)

Workshops and Networking Events: Deliver one workshop per district on topics like business basics, legal compliance, marketing, and financial literacy. Tailor content to address district-specific demographics and needs. In addition the business mixers to foster connections between Hispanic entrepreneurs and the broader community.

Performance Measure: 500+ attendees across all workshops and mixers with at least one networking event in each district.

Phase III: Latin Business Expo (September)

Event Planning:
- Secure Aloha Tower as the venue.
- Coordinate with partners to feature 50 Hispanic-owned businesses and cultural performances.
- Promote the expo to a wide audience through digital marketing, press releases, and community networks.

Performance Measure: Confirm participation of 50 businesses and attract 3,000 attendees.

Expo Execution: Showcase Hispanic-owned businesses from all nine districts.

Host workshops, keynote speakers, and panel discussions during the event.
Include cultural performances and food vendors to engage attendees and promote inclusivity.

Performance Measure: Conduct post-event surveys, achieving 80% satisfaction among attendees and participants.

Key Partners and Roles:
Central Pacific Bank: Financial literacy training and sponsorship for the Latin Business Expo.
Hawai'i Small Business Development Center: Business planning workshops and mentorship programs.
Local Cultural Organizations: Organize cultural performances and promote community participation.
Aloha Tower Management: Venue support and logistics for the Latin Business Expo.

This phased action plan, with clear milestones and robust partnerships, ensures that measurable outcomes are achieved, directly benefiting the Hispanic community and fostering economic and cultural growth throughout Honolulu County.

4. Provide a budget narrative that explains how the budget in Section III will achieve the desired outcomes. *(3,000 character count limit)*

The proposed budget of $100,000 will support district-specific events and the Latin Business Expo, ensuring comprehensive outreach and meaningful impact across Honolulu County. Each of the nine district-specific events is budgeted at $10,000, with an additional $10,000 allocated to the Latin Business Expo at Aloha Tower. This allocation provides high-quality activities tailored to the unique needs of each district while fostering economic empowerment and cultural celebration. Supplemental funding from stakeholders and event fees will further enhance the Latin Business Expo.

District-Specific Workshops and Networking Events ($90,000): Each district-specific event is budgeted at $10,000, allocated as follows.

Venue Costs ($2,000 per event): Rental of accessible community spaces within each district to ensure workshops and events are convenient for attendees, and food.

Program Delivery and Staff Support ($5,000 per event): Fees for expert facilitators leading workshops on financial literacy, business planning, and marketing. Cost of HCCH staff, panelists and trainers tailored to each district's unique needs.

Marketing and Outreach ($1,500 per event): Community outreach materials such as flyers, posters, and digital ads to maximize attendance.

Event Materials and Supplies ($1,000 per event): Provision of printed resources, workbooks, toolkits for attendees, and refreshments to create an inviting environment.

Post-Event Evaluation ($500 per event): Tools to collect participant feedback for measuring success and refining future events.

Impact: These events will engage 500 participants across nine districts, equipping them with skills and resources to overcome systemic barriers and grow their businesses.

Latin Business Expo at Aloha Tower ($10,000):
The Latin Business Expo, a marquee event, will showcase businesses from all nine districts, attracting 3,000 attendees. The $10,000 allocation covers:

Venue and Logistics ($5,000): Venue rental at Aloha Tower, including sound, lighting, and staging. Security and logistics for managing a large-scale event.

Staff for Program Delivery ($3,000): Coordination of 100 business booths featuring Hispanic-owned enterprises.
Keynote speakers, workshops, and panel discussions designed to foster entrepreneurial growth.

Cultural Performances and Entertainment ($2,000): Highlighting Hispanic culture through live music, dance, and art, promoting inclusivity.

Supplemental Funding: The Latin Business Expo will be supplemented by contributions from stakeholders such as the Hawai'i Tourism Authority, which has previously supported HCCH, as well as sponsorships, vendor booth fees, and ticket sales. These funds will enhance the event's scope and reach.

5. Provide a timeline that is complete, realistic and appropriate to achieve the desired outcomes. This timeline should also be reflected in Section IV. *(3,000 character count limit)*

Phase I: Planning and Outreach (October, 2025)

November: Establish partnerships with key stakeholders, including financial institutions, cultural organizations, and business development experts.
Develop detailed event plans for district workshops and the Latin Business Expo.
Begin outreach to community leaders across Honolulu County for collaboration and input.

Milestone: Partner agreements finalized, event plans drafted, and outreach initiated.

December: Finalize venues for all district-specific events and the Latin Business Expo at Aloha Tower. Launch promotional campaigns through social media, newsletters, and community networks to build awareness and recruit participants.

Milestone: Venues booked, promotional materials prepared, and initial outreach efforts in place.

Phase II: District-Specific Workshops and Networking Events (December – August, 2026)

December: Host the first district-specific workshop focused on business basics and financial literacy. Collect feedback to refine subsequent workshops.

Milestone: First workshop completed, with at least 50 participants.

February – August: Host one event each month across different areas of Honolulu County. Workshops will cover financial literacy, marketing strategies, legal compliance, and entrepreneurship, tailored to local needs. Networking events will follow selected workshops to build connections between Hispanic entrepreneurs and community stakeholders.
Milestone: All nine workshops completed, engaging at least 500 participants.

Phase III: Latin Business Expo (September, 2026)

September: Host the Latin Business Expo at Aloha Tower, showcasing 100 Hispanic-owned businesses, cultural performances, and panel discussions.
Conduct live surveys with attendees and participants for immediate feedback.
Milestone: Expo successfully hosted with 3,000 attendees and 100 participating businesses.

Phase IV: Post-Event Follow-Up and Reporting (September, 2026)

Late September: Compile data from participant surveys and feedback from workshops and the Expo. Analyze program impact, including skill gains, business registrations, and increased visibility for participants.

Milestone: Final program evaluation and reports completed.

Summary of Key Milestones

- November: Planning and outreach completed; venues secured.
- December-August: Nine district workshops hosted, engaging at least 500 participants.
- September: Latin Business Expo hosted with 3,000 attendees and final evaluations conducted.

This timeline ensures efficient execution, with all activities concluded in September, maximizing program impact for the Hispanic community in Honolulu County.

C. Provide evidence of the agency's ability to perform the proposed grant activity through past performance, current capacity and/or plan to acquire the capacity to perform.

1. Provide data that demonstrates proven success in offering the same, similar, or related activities to achieve the proposed outcomes. *(3,000 character count limit)*

Phase II: Planning and Outreach (November)
November: Establish partnerships with key stakeholders, including financial institutions, cultural organizations, and business development experts.
Develop detailed event plans for district workshops and the Latin Business Expo.
Begin outreach to community leaders across Honolulu County for collaboration and input.
Milestone: Partner agreements finalized, event plans drafted, and outreach initiated.

December: Finalize venues for all district-specific events and the Latin Business Expo at Aloha Tower. Launch promotional campaigns through social media, newsletters, and community networks to build awareness and recruit participants.

Milestone: Venues booked, promotional materials prepared, and initial outreach efforts in place.

Phase 2: District-Specific Workshops and Networking Events (December – August)
December: Host the first district-specific workshop focused on business basics and financial literacy. Collect feedback to refine subsequent workshops.

Milestone: First workshop completed, with at least 50 participants.

February – August: Host one event each month across different areas of Honolulu County. Workshops will cover financial literacy, marketing strategies, legal compliance, and entrepreneurship, tailored to local needs. Networking events will follow selected workshops to build connections between Hispanic entrepreneurs and community stakeholders.

Milestone: All nine workshops completed, engaging at least 500 participants.

Phase 3: Latin Business Expo (September)

September: Host the Latin Business Expo at Aloha Tower, showcasing 100 Hispanic-owned businesses, cultural performances, and panel discussions. Conduct live surveys with attendees and participants for immediate feedback.

Milestone: Expo successfully hosted with 3,000 attendees and 100 participating businesses.

Phase 4: Post-Event Follow-Up and Reporting (September)

Late September: Compile data from participant surveys and feedback from workshops and the Expo. Analyze program impact, including skill gains, business registrations, and increased visibility for participants.

Milestone: Final program evaluation and reports completed.

Summary of Key Milestones:
November: Planning and outreach completed; venues secured.
December-August: Nine district workshops hosted, engaging at least 500 participants.
September: Latin Business Expo hosted with 3,000 attendees and final evaluations conducted.

2. Describe the applicant's capacity to successfully achieve the proposed outcomes.
OR
Provide a plan to acquire the capacity to successfully achieve the proposed outcomes (including how the applicant has acquired similar capacity in the past).

Responses should include organizational knowledge, staffing, fiscal resources, facilities and other resources, stakeholders and relationships, and other relevant resources. *(3,000 character count limit)*

The Hispanic Chamber of Commerce Hawai'i (HCCH) is the only non-profit serving Hispanics in Hawaii and has a proven capacity to successfully plan, organize, and execute impactful events and programs that align with the proposed outcomes. Over the past five years, HCCH has consistently delivered high-quality initiatives that empower Hispanic business owners, promote cultural awareness, and foster community development.

Track Record of Success:

- Latin Business Expo (September 2023): Held at Aloha Tower, this event drew over 2,000 attendees and featured 35 Hispanic-owned businesses, cultural performances, and workshops. HCCH successfully secured sponsorships, coordinated logistics, and garnered overwhelmingly positive feedback from participants and attendees.

- Cinco de Mayo Festival (May 2024): Organized at Fisherman's Wharf, this vibrant celebration attracted over 3,000 attendees and featured local Hispanic businesses, food vendors, and live entertainment. The event strengthened community connections and showcased the economic and cultural contributions of the Hispanic population.

Workshops and Networking Events: HCCH has hosted numerous monthly workshops on financial literacy, business planning, and marketing strategies, benefiting hundreds of

participants across Honolulu County. These events consistently receive high marks for relevance and impact, with attendees reporting increased confidence and new opportunities as a direct result.

Organizational Strengths: Experienced Leadership: HCCH is led by a dedicated team with extensive experience in organizing community events and workshops, ensuring smooth execution and impactful outcomes.

Strong Partnerships: Over the years, HCCH has cultivated partnerships with organizations like the Hawai'i Tourism Authority, Central Pacific Bank, and local cultural groups. These collaborations provide additional resources and support for event planning and execution.

Plan for Capacity Building: To ensure the continued success of the proposed activities, HCCH will build on its existing capacity by (1) Leveraging Existing Resources: Utilizing proven event templates and processes from past successes to efficiently plan and execute the district-specific workshops and the Latin Business Expo. (2) Engaging Partners: Expanding partnerships with local businesses, financial institutions, and community organizations to enhance program delivery. (3) Enhancing Staff Support: Allocating additional resources for staff administrative support to manage workloads effectively.

Demonstrated Impact: HCCH's history of organizing impactful events and programs underscores its ability to deliver on the proposed outcomes. The Latin Business Expo and Cinco de Mayo Festival exemplify HCCH's capacity to engage large audiences, foster economic empowerment, and promote cultural diversity. By leveraging this experience, HCCH is well-positioned to meet the goals of this initiative and create lasting benefits for Honolulu County's Hispanic community.

D. Describe the applicant's sustainability and/or additional long-term benefit to the community

1. Provide a plan for sustaining and / or expanding activities beyond the applicable grant period. *(2,000 character count limit)*

HCCH is committed to ensuring the sustainability and long-term benefits of its programs beyond the grant period. The plan includes the following key components:

Recurring Events:

HCCH will continue hosting annual events such as the Latin Business Expo, Cinco de Mayo Festival, and district-specific workshops. These events have already established themselves as valuable community resources, fostering economic empowerment and cultural celebration.

Ongoing Partnerships: HCCH will deepen relationships with key partners, including the Hawai'i Tourism Authority, Central Pacific Bank, and local cultural organizations, to secure continued sponsorships and funding.

Fee-Based Programs: To sustain operational costs, HCCH will expand its fee-based services, including vendor booths at events, ticket sales for premium workshops, and memberships for businesses seeking year-round support.

Grants and Fundraising: HCCH will pursue additional grants and fundraising opportunities, leveraging its proven track record to attract support from local, state, and national organizations.

Community Involvement: Establishing a volunteer program will increase community engagement and reduce operational costs, while also fostering a sense of ownership and investment in HCCH initiatives.

Digital Expansion: HCCH plans to expand its digital presence through online workshops, webinars, and networking platforms, ensuring broader accessibility and ongoing engagement with the community.

By focusing on these strategies, HCCH will create a sustainable model that continues to deliver benefits to Honolulu County's Hispanic community while expanding its impact over time.

2. Describe the applicant's capacity and resources to carry out the above plan (staffing, funding, etc.) beyond the grant period. *(2,000 character count limit)*

HCCH has demonstrated the organizational capacity and resourcefulness necessary to sustain its programs beyond the grant period.

Experienced Leadership and Staff: HCCH's team, led by experienced event organizers and business development professionals, has a proven ability to plan, execute, and sustain large-scale events and workshops. This includes leveraging part-time staff, volunteers, and advisory board members to optimize resources.

Funding Sources: HCCH has a diverse funding base, including corporate sponsorships, grants, and event-based revenues such as vendor fees and ticket sales. Its successful fundraising history, such as securing Hawai'i Tourism Authority funding, ensures the financial sustainability of its programs.

Community Trust and Engagement: Over five years, HCCH has built strong trust and engagement within the Hispanic community and beyond, ensuring ongoing participation and support. This trust is reinforced by its ability to deliver impactful, high-quality events that address critical community needs.

Collaborative Partnerships: HCCH's partnerships with financial institutions, cultural organizations, and local businesses provide access to additional resources, expertise, and funding opportunities.

Scalable Programs: HCCH's programs are designed to be scalable, allowing for growth or adaptation based on available funding and community needs.

These strengths position HCCH to sustain and expand its activities, ensuring ongoing benefits to the Hispanic community and contributing to the economic and cultural vitality of Honolulu County.

E. No CITY funds or assistance.
The highest consideration will be given to applicants that do not receive other funding or any form of assistance from the CITY. While applicants that receive other funding or assistance from the CITY may apply for Grants in Aid funding, the extent of funding or assistance already received in relation to services provided must be considered prior to awarding Grants in Aid funds.

A percentage of the sub-total criteria points will be awarded to Grantees based on the criteria below and the information about past funding / assistance from the CITY that follows.

The applicant has received no award from the CITY within the last 3 years.	**10%**
The applicant has received 1-2 awards from the CITY within the last 3 years.	**7%**
The applicant has received 3-5 awards from the CITY within the last 3 years.	**5%**
The applicant has received between 6-9 awards from the CITY within the last 3 years.	**3%**
The applicant has received 10 or more awards from the CITY within the last 3 years.	**0%**

GRANTEE RECEIPT OF CITY GRANTS

Identify all CITY grants received by Grantee (or Fiscal Sponsor) in the last three (3) years. Information will be verified by the CITY.

N/A: HCCH has never received a CITY grant.

E. Age Friendly Honolulu (Complete only if applying for the bonus points)
Consideration is to be given to applicants that incorporate the vision and goals of the Age-Friendly Honolulu Program (as codified in ROH Chapter 2, Article 22), including but not limited to (1) enabling residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active; and (2) removing barriers to inclusion for and providing support services to vulnerable residents and/or have physical limitations.

If awarded bonus points for being an Age-Friendly Honolulu project, the Grantee will be subject to additional reporting requirements, including but not limited to name, age, and physical location of seniors being served by the project.

To be eligible for the bonus points as an Age-Friendly Honolulu project an organization must demonstrate the proposal aligns with Age-Friendly Honolulu's priorities by completing the following TWO steps:

1) Go the following website https://www.hiphi.org/age-friendly-honolulu/ to access an Age-Friendly Honolulu training video. The video should be watched by at least one (1) person from the non-profit organization in a leadership position (Executive Director, Administrator, or equivalent). This video will define an "age-friendly city" and explain what types of projects align with the Age-Friendly Honolulu Vision.

2) Complete the section below by selecting which Age-Friendly Honolulu category best fits the activities of your organization and providing a brief description of how your proposal is an Age-Friendly Honolulu project.

☐ Enabling Residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active, particularly at the oldest ages

☒ Providing Kupuna with meaningful roles in the community, including mentors, volunteers, or through intergenerational programming

☐ Removing barriers to support community inclusion and accessibility for persons of all abilities.

3) How is your proposal an Age-Friendly Honolulu Project and explain how your organization can meet the additional reporting requirements if awarded? *(2,000 character count limit)*

This proposal aligns with the goals of an Age-Friendly Honolulu by fostering inclusivity, intergenerational connections, and accessibility across the Hispanic community and beyond. The district-specific workshops, networking events, and the Latin Business Expo will actively engage residents of all ages, creating opportunities for kupuna and individuals of all abilities to participate, contribute, and benefit.

1. Enabling Residents of All Ages to Stay Socially Engaged, Healthy, and Active: Events like workshops and the Latin Business Expo encourage community participation and lifelong learning by offering accessible activities that support financial literacy, entrepreneurship, and cultural exchange. Kupuna are invited to share their knowledge and experiences as mentors in workshops, offering guidance to younger generations while staying socially and intellectually active.

2. Providing Kupuna with Meaningful Roles: Kupuna will have opportunities to serve as volunteers, panelists, or business mentors during workshops and events, contributing to

APPENDIX A: TIER II GRANT PROPOSAL (Grants $25,000 to $150,000)
SOLICITATION NO. RGP-DCS-GIA2026

Instructions: The proposal below must be completed in full. Responses must be provided in the fillable boxes provided. Where annotated, the fillable boxes have predetermined maximum limits on character counts. Letters, numbers, punctuation marks, and spaces are included in the character count limits.

SECTION I
SUMMARY

A. Grantee Legal Name:	Homestead Community Development Corporation
B. Is Grantee a Fiscal Sponsor?	☐ Yes ☒ No
C. Grant Activity Name:	Neighborhood Safety Watch Program

D. Briefly describe the Grantee's background, history (including year established), and mission. *(400 character count limit)*

The Homestead Community Development Corporation (HCDC) is a 501c3 community-based nonprofit organization, established in 2009, to advance affordable housing, economic opportunities and community capacity on or near Hawaiian homestead communities across Hawai'i. HCDC has three offices located throughout Hawai'i, including Honolulu, with a statewide service area.

E. Briefly describe the Grant Activity and public need being filled. *(400 character count limit)*

HCDC is requesting funds to create a Neighborhood Safety Watch Program (NSW), and train 20 volunteers, in two communities on the island of O'ahu. Through successful implementation of this program, a formal NSW will be insitutionalized in two communities – fulfilling the public need of deploying "crime prevention" approaches.

F. Briefly summarize Grant Activity outcomes and measures of success, including number and description of those served. *(400 character count limit)*

By the end of a 12-month project period, 20 volunteers will be trained and capacitized to coordinate Neighborhood Safety Watch initiatives, in two communities in the City and County of Honolulu. 20 volunteers will be trained and two communities will have the capacity to maintain their-own volunteer-run NSW – resulting in increased security, improved relations with neighbors, and increased crime prevention approaches.

G. Council District
Check all districts that will benefit from the Grant Activity. Provide the amount requested per district. Amounts must be in whole numbers only.

☒ District 1 $75,000	☐ District 2 $	☐ District 3 $
☐ District 4 $	☐ District 5 $	☒ District 6 $75,000
☐ District 7 $	☐ District 8 $	☐ District 9 $
Total Amount Requested (must be $25,000 to $150,000)	$150,000	

H. Type of Grant Activity (pick ONE category that best reflects the Grant Activity):		
1. Public Services: Projects in this category will support qualified public services and programs for the target populations deemed by the CITY to be most vulnerable.		
☐ A. Public Service – Seniors	☐ B. Public Service - Children	☐ C. Public Service - Disabilities
☐ D. Public Service – Homeless	☐ E. Public Service – Domestic Violence	☐ F. Public Service – Substance Abuse
☐ G. Public Service – Mental Health	☒ H. Public Service – Other (describe): Crime Prevention - Public Safety	
2. Arts, Culture, Community/Economic Development, and the Environment: Projects in this category will support the sustainable improvement in the well-being and quality of life of local communities, especially low- to moderate income areas.		
☐ A. Arts	☐ B. Culture	☐ C. Community Development
☐ D. Economic Development	☐ E. Environment	

GRANTEE'S CERTIFICATION AND SIGNATURE

The undersigned, subject to personal liability and penalty under applicable law, certifies that he or she: (i) is authorized to sign this Grant Proposal; (ii) personally prepared or reviewed the matters found in this Grant Proposal (including any related documents/attachments); (iii) asserts all statements made in this Grant Proposal (including all attachments) are true, accurate and complete; (iv) has the requisite skills and knowledge to assert the foregoing certification; and (v) has complied and shall continue to comply with all applicable requirements of Chapter 6, Article 29 of the Revised Ordinances of Honolulu 2021, as amended (Link), regarding private organizations receiving grants of public funds from the City and County of Honolulu.

Signature of Grantee (Fiscal Sponsor) Officer

Printed Name and Title: Kara Chow, Co-Executive Director

11/22/2024
Date

CERTIFICATE OF THE BOARD OF DIRECTORS NO OBLIGATIONS IN ARREARS

The undersigned of the Board ("Grantee") hereby certifies that the Grantee or any principal of the Grantee or sponsored organization (where the Grantee is a Fiscal Sponsor) is not in arrears on any financial or other obligation owed to the City & County of Honolulu, a municipal corporation of the State of Hawaii.

(Signature)

Kara Chow
(Print name)

CERTIFICATE OF THE BOARD OF DIRECTORS AUTHORIZATION TO ASSIGN AUTHORITY

The undersigned of the Board ("Grantee") hereby certifies that Kara Chow (name), Co-Executive Director (title), has been authorized by the Board of Directors to sign proposals, contracts, and related documents on behalf of the Grantee. Accordingly, I hereby assign the authority by the Board to execute proposals, contracts, and contract amendments on behalf of the Grantee, and further certify that the assigned is given the power and authority to do all things necessary to implement, maintain, amend, or renew such contracts, including but not limited to the delegation of signing authority to another employee of the Grantee.

(Signature)

Kara Chow
(Print name)

STATE OF HAWAII)
CITY AND COUNTY OF HONOLULU)

On this 22 day of November, 2024, before me appeared Kara Chow, personally known to me, who, being by me duly sworn, did say that he/she is the Board Designee of Homestead Community Development Corporation and that the corporation has no corporate seal, and that said instrument was signed in behalf of said corporation by authority of its Board of Directors, and said Board Designee acknowledged said instrument to be the free act and deed of said corporation.

Napali Woode
Notary Public, State of Hawaii

My Commission expires: 4/10/26

NAPALI WOODE
NOTARY PUBLIC
Comm. No. 22-62
STATE OF HAWAII

Doc. Date: undated # Pages 3
Name: Napali Woode 1st Circuit
Doc. Description: Appendix A: Tier II Grant Proposal

Signature 11/22/24 Date

NOTARY CERTIFICATION

SECTION II
GRANT ACTIVITY INFORMATION

A. Describe how the community need, stated problem/issue, and target population are effectively validated. The description must include how the public services' target population is vulnerable or how the arts, culture, community/economic development, or environmental activities will especially support low- to moderate-income areas.

1. Provide substantive data and other qualifying information to demonstrate how the problem/issue impacts the target population and is a community priority that needs to be addressed. *(5,000 character count limit)*

The property crime rate in Hawai'i's communities are high. The Honolulu Police Department (HPD) reports a 15% increase in murder and non-negligent manslaughter, and a 1.4% increase in burglaries. The staffing crisis within the HPD results in a delay in response time, and families do not feel safe in their homes.

On August 31, 2024, three women were killed, two injured, and the gunman was pronounced dead, after a dispute started between neighbors in Wai'anae (9/2/24, HawaiiNewsNow). On October 22, 2024, two teens were injured in a late night shooting in Kalihi (10/23/24, KHON2). Crime is on the rise.

On March 14, 2024, KHON reported that, according to Honolulu Police data, there have been 11 murders since January 1, 2024. That's compared to 23 murders in all of last year. Dr. Shannon Hayes, a psychologist at Aspects of Life Counseling Services, stated that, "We are seeing an influx of people who are definitely expressing more fear with the crime rate that's taking place in Hawaii." She said Hawaii is generally safe compared to certain spots on the mainland, but when crime increases it can alarm people – causing anxiety.

"So what anxiety is, is basically one's fear and or idea of feeling as though they don't have a sense of control, and so when you start to see an increase in the crime rate, a lot of times people are responding to the crimes that are happening with violence, a lot of times people responding to crimes related to the break ins, that makes people feel unsafe, and uncomfortable, and if you don't feel safe and comfortable, then yes, your anxiety can increase," Dr. Hayes explained."

As recent as March 14, 2024, KHON reported that the HPD intends to combat the staffing crisis (407 short), by developing and implementing a performance incentive for new hires. On February 25, 2024, Ian Bauer of the Honolulu Star-Advertiser, reported that the HPD is revamping its Police Services Officers program to offer apprenticeships to high school graduates that do not wish to attend college, but meet minimum qualifications. Additionally, the HPD is planning to offer the Law Enforcement Explorers program for youth, to educate them and train them on various aspects of enforcement related careers.

Crime prevention and neighborhood safety is a priority now, more than ever. The two recent incidents cited in the second paragraph illustrate the immediate public need. The inability to fill vacant law enforcement positions, only begs for community-driven approaches. HCDCs Neighborhood Safety Watch Program, is but one approach to increase public safety, increase security, and support crime prevention from a community level. And, it creates an awareness of meaningful careers for children and young adults.

B. Describe the proposed plan

1. Provide a description of the Grant Activity. This description will be used as the scope of services in the contract. Describe why you chose this Grant Activity and how it will effectively address the community's problem / need. *(3,000 character count limit)*

The Neighborhood Safety Watch Program (NSW) is a community-based crime prevention program that involves residents taking an active role in the safety and security of their community. By the end of a 12-month project period, HCDC will train 20 volunteers, and implement community-driven crime prevention approaches in two communities on Oʻahu, resulting in improved public safety and increased security. NSW is designed to engage law enforcement officials, and community (of all ages), through the coordination of training, community patrolling, and development and display of signage and timely messaging.

This grant activity was chosen, because crime is rising, and HCDC witnessed the success of a small, yet impactful, community-driven effort in Kaupeʻa (Kapolei) and Papakōlea (Honolulu). The kūpuna and mākua (adults) volunteers patrol the communities in the evenings – increasing leadership presence and increasing engagement with families. In Kaupeʻa, the streets are patrolled regularly to ensure safety of children playing in the streets, and to increase visibility – discouraging burglaries and illegal activities (i.e. drug use, drug sales, fireworks, etc.).

In Papakōlea, the kūpuna and community patrol the community Park and adjacent streets, every hour after 4 pm until 9:30 pm (Park closing). The community saw a decrease in homelessness, vandalism, and illegal activities (i.e. drug use, drug sales, fireworks, etc.). This community-led initiative helped to resolve conflicts between neighbors regarding street parking, homelessness, vandalism, and loud noise after 10 pm.

HCDC executives participated in community patrols in both communities, where they were blown-away by the comraderie built, and the cleanliness of community. Both communities voiced need for support in the form of administrative expertise, financial support, and training to institionalize NSW in their communities. Thus, HCDC committed to supporting the formal establishment of NSW in two communities, because it has demonstrated administrative and programmtic capacity to develop and implement projects of similar scope.

Coordinated patrolling by neighbors, increases access to safety trainings and crime prevention initiatives, and regular positive meetings with law enforcement, will strengthen wellbeing, by reducing anxiety and stress associated with increased crime and substance abuse in our communities. And, it increases awareness of initiatives that can help families impacted by public safety issues that arise. Kapolei and Papakōlea communities can attest to the positive impact that the strengthened relationship with HPD has resulted-in.

The Honolulu Police Department encourages the development of NSW programs in communities, and lays-out first steps to establishing a NSW in a neighborhood. Additionally, they provide information to national programs and resources available. The proposed NSW will utilize the resources developed, and create volunteer-based crime prevention approaches tailored to their community.

2. Provide measurable outcomes, describe how outcomes are aligned with the purposes and priorities of the Grants in Aid Fund, and describe how outcomes directly benefit the target population. *(3,000 character count limit)*

Public Services should begin with a statement of the number of individuals that the Grant Activity will directly benefit during the Grant Term.

Arts, Culture, Community/Economic Development or Environment should begin with a statement as to how the Grant Activity supports the sustainable improvement in the well-being and quality of life of local communities, especially low to moderate income areas.

By the end of a 12-month project period, 20 volunteers will be trained and capacitized to coordinate Neighborhood Safety Watch initiatives, in two communities in the City and County of Honolulu, and two community partnerships will be formed. NSW will result in improved public safety, increased security, improved relations with neighbors, and increated number of crime prevention approaches.

The following measurable outcomes will be achieved at the end of the project: 20 volunteers trained; 2 communities served; and 2 partnerships formed.

HCDC understands that the CITY's Department of Community Services, Office for Grants Management, administers its GIA program for the "purpose of developing, implementing, and supporting non-profit projects, services, and programs that address community needs consistent with the CITYs established priorities to address at-risk populations". Further, "that each GIA shall be used to provide services to economically and/or socially disadvantaged populations or provide services for public benefit in the areas of the arts, culture, economic development or the environment..."

By its mission, HCDC focuses on affordable housing, job creation through economic development, and community capacity building for individuals that reside on or near Hawaiian homestead communities. These communities are considered at-risk populations – they have high unemployment rates, low educational attainment levels, and multiple families (3+) living in one dwelling. HCDC's collaboration with community associations is the key to community outreach and project recruitment – regular policy calls and emails will ensure information is disseminated to the households located in at-risk areas.

The NSW offers a community-led approach to: 1) serve economically and/or socially disadvantaged populations by the creation of a formal NSW program; 2) provide public benefits in the areas of community development through coordination of training and/or informational presentations for volunteers and community; and 3) provide public benefits with improved community safety and quality of life.

NSW not only provides a PUBLIC SERVICE, but it supports COMMUNITY DEVELOPMENT by improving the well-being and quality of life of individuals that reside in communities across the CITY, that have been impacted by increasing crime rates. HCDC presents NSW for funding, because it is uniquely aligned with the CITY's GIA program priorities as outlined above, AND the program will be led by community.

3. Provide an action plan to achieve the stated measurable outcomes. If the Grant Activity involves a partnership, provide a description of each partner's role. Must include measurable milestones, specific events, or other performance measures appropriate to achieving the outcomes. *(3,000 character count limit)*

At the end of NSW, 20 volunteers will be trained, two communities will have the capacity to manage and coordinate their-own volunteer-run NSW, and two community partnerships will be formed. The NSW will result in improved public safety, increased security, improved relations with neighbors, and increased number of crime prevention approaches.

HCDC organized NSW into five major components.

1. Administrative Infrastructure. This component includes all activities necessary to administer and maintain base operations of the proposed program. HCDC will establish administrative infrastructure by completing the following activities: contract execution with grantor, creation and maintenance of the grant file, development of forms and internal processes, purchase and coordination of supplies, coordination of leased equipment, internal and external communications, outreach and recruitment, general accounting, coordination of partners and consultants, and other administrative tasks.

2. Printed Materials. Printed materials will to be used for outreach, recruitment, and sharing program related information. Banners and signage will be made for the same purposes. Handouts, surveys, and forms will be produced for the sessions. Program shirts will be designed and printed for use while patrolling. A small directory of resources will be produced to help direct people to resources, or be used as a contact guide, so volunteers know who to call for what activity. TLG will conduct research, graphic design, layout, and coordinate printing, of all items.

3. Training / Educational Sessions. The coordination and delivery of training and/or educational sessions are at the core of this program. Six sessions will be coordinated by HCDC and TLG for volunteers and community, so they are equipped to implement NSW and are informed of resources available. Session topics could include: HPD Neighborhood Safety, HFD Home Fire Safety, Conflict Resolution, Human Trafficking, CPR & First Aid, and/or Disaster Preparedness.

4. Programmatic Implementation. Two communities will be selected to participate. They will create a hub to store items, and to convene on a regular basis. Once the volunteers attend their first two trainings, they will be ready to patrol and implement activities. Patrolling may be on foot or on a golf cart. Each community will determine how they will patrol, based on topography, size of their community, and avaialable resources. NSW will be enhanced by banners, signage, and traffic messge boards, promoting public safety.

After completing their first two trainings, the volunteers will receive program shirts, certificates, whistles, etc. The community associations will receive supplies and resources, that they will manage. iPads will be used to take photos and track activities, for those not comfortable with iPads, they can use clip-boards with forms and handouts, and golf carts will be used by kūpuna for patrolling.

5. Evaluation and Reporting. HCDC staff will conduct data collection, program monitoring, and conduct monthly reporting to the CITY. Activity logs will be completed by each community, and submited to HCDC at the end of each month, for review, analysis, and filing.

TiLeaf Group (TLG) will provide consultancy services. They are a 501c3 nonprofit founded in 2021, to deliver services, training and technical assistance to Native organizations. TLG comes with 100 years of combined experience and is a subject matter expert in community development, capacity building, grants management, program evaluation, graphic design, and more.

4. Provide a budget narrative that explains how the budget in Section III will achieve the desired outcomes. (*3,000 character count limit)*

HCDC is requesting $150,000 from the CITY GIA, to implement the NSW. The indirect costs are within the 5% maximum threshhold at $7,387, and administrative costs are within the 25% maximum threshhold at $30,753 of the grant amount.

DIRECT SALARIES/WAGES AND FRINGE BENEFITS - $60,960
The budget includes costs of a Programt Coordinator (1.0 FTE), to coordinate and implement this program. Tasks include project monitoring, project reporting, internal and external communication, outreach and recruitment, coordination with contractors and partner organizations, and communication with CITY grant staff. Fringe benefits have been calculated at 12%. See Appendix A Section III for breakdown. The CITY request is $60,960.

ADMINISTRATIVE SALARIES/WAGES AND FRINGE BENEFITS - $30,753
The budget includes costs of the Co-Executive Director (.25 FTE) and a Program Assistant (.25 FTE), to oversee management and implementation of the program, execute contracts, supervise staff, and conduct day-to-day administrative tasks, data entry, printing, etc. Fringe benefits have been calculated at 12% (See Appendix A Section III for breakdown. The CITY request is $30,753.

PROFESSIONAL AND CONTRACTUAL SERVICES - PROGRAMMATIC - $20,000
Development and data consultants are budgeted to assist with build-out and refinement of all NSW materials, development of mass email and direct mail pieces, graphic design of banners and siganage, development of a NSW database, evaluation, assesment, and report production. These services will be conducted by TiLeaf Group (TLG). The CITY request is $20,000.

OFFICE RENT – $11,400
HCDC has an office in Honolulu on Koapaka Street. The pro-rata share for 1.5 FTE is $11,400 ($950/month x 12 months = $11,400). The CITY request is $11,400.

CONSUMABLE OFFICE SUPPLIES – $3,600
HCDC budgeted $3,600. $1,200 ($100/month x 12 months = $1,200) is budgeted for consumable office supplies. These items include, but are not limited to whistles, flashlights, walkie-talkies, clip-boards, safety jackets, etc. $2,400 is budgeted for a new Dell Latitude laptop for the Program Coordinator. The CITY request is $3,600.

EQUIPMENT RENTAL – $14,100
HCDC included costs to cover the monthly rental fee for two golf carts for each community. The carts will be used to patrol the communities, transport volunteers, tents, and supplies, and increase visibility. The cart rental fee is $250 per month totaling $4,500. ($250/cart x 2 carts x 9 months = $4,500). The applicant is allowing for three months of ramp-up, thus the calculations reflect nine-month rental. The CITY request is $4,500.

The applicant also included costs to rent traffic message boards from a reputable safety vendor to visually notify community of the Neighborhood Watch, speed limit reminders, and other community safety announcements. The monthly rental fee is $400 per month totaling $9,600. ($400/message board x 2 boards x 12 months = $4,000). The applicant will immediately rent the message boards upon receipt of "notice to proceed" to initiate messaging. The CITY request is $9,600.

PRINTING OF BANNERS, SIGNAGE, & HANDOUTS - $1,800
HCDC budgeted $1,800 to print custom aluminum signage, name badges, banners, and educational materials (training and safety handouts, safety tips and reminders, Neighborhood Watch materials, etc.). The applicant anticipates paying more than the budgeted amount for printed items. The balance will be provided as a match. These items will be posted and distributed throughout each homestead community. This estimate is based on prior projects of similar scope, and will be leveraged by other funds. The CITY request is $1,800.

INDIRECT COSTS - $7,387
HCDC budgeted $7,387 for shared business costs, which include accounting services, electric, internet, telecommunications, insurance, subscriptions, and other overhead costs. The request is less than the 5% maximum threshhold. The CITY request is $7,387.

NSW is a cost-effective approach to training 20 individuals, and serving two communities at-large, through the reduction of crime, improvement of public safety, and increased security. Through this approach, the CITY will capacitize two invaluable community led programs that will have long-lasting results beyond the end of the grant period.

5. Provide a timeline that is complete, realistic and appropriate to achieve the desired outcomes. This timeline should also be reflected in Section IV. *(3,000 character count limit)*

By the end of a 12-month project period, 20 volunteers will be trained and capacitized to coordinate Neighborhood Safety Watch initiatives, in two communities in the City and County of Honolulu. At the end of the project, 20 volunteers will be trained, two communities will have the capacity to maintain their-own volunteer-run NSW, and two community partnerships will be formed. The Neighborhood Safety Watch Program will result in improved public safety, increased security, improved relations with neighbors, and increated number of crime prevention approaches.

OBJECTIVE 1. By the end of a 12-month project period, NSW will TRAIN 20 individuals through the provision of 6 total training sessions. This shall result in increased capacity of the community association, increased knowledge of safe practices, and enhance presence of law enforcement.

<u>Month 1 – Month 3:</u>

1. Establish administrative infrastructure - execute grant agreement with CITY, update project procedures, create grant file, purchase supplies, secure equipment leases, project brief the Board and staff, and review/update project action plan and timeline. Key personnel: Co-Executive Director of Corporate Compliance (Co-ED) and Program Coordinator (PC).
2. Execute agreements for contractual services (lesson and handout development, graphic design, and data compilation and analysis) and manage contractors. Personnel: Co-ED & TiLeaf Group (TLG).
3. Develop internal processes, forms, surveys, reports, and databases. Personnel: Co-ED, PC & PA.

4. Coordinate event logistics, recruit volunteer trainees, and secure trainers. This includes production and printing of materials. Personnel: PC & PA.
5. Complete internal and external monthly program reports. Personnel: Co-ED, PC & PA.

Month 4 – Month 12:

1. Maintain administrative infrastructure.
2. Conduct training sessions and/or educational presentations. At the end of the sessions, staff will distribute certificates, shirts/vests, whistles, and other program supplies. Personnel: PC & PA.
3. Conduct data entry, data compilation, and data analysis. This includes project monitoring and evaluation activities. Personnel: PC, PA, & TLG.
4. Coordinate event logistics, recruit volunteer trainees, and secure trainers. This includes production and printing of materials. Personnel: PC & PA.
5. Complete internal and external monthly program reports. Personnel: Co-ED, PC & PA.

Objective 2. By the end of a 12-month project period, NSW will collaborate with two community associations, and IMPLEMENT a tailored initiative in two different communities on O‘ahu. This shall result in an increased sense of security, a reduction in crime in community, and improved social relations with neighbors.

Month 3 – Month 12:

1. Create and maintain a control center within each community, to be a central gathering point, and to house supplies. Personnel: PC, PA, & TLG.
2. Distribute supplies and leased equipment to each community lead. This includes any other agreements regarding equipment use, etc. Personnel: PC & PA.
3. Implementation of NSW activities - community patrolling, completing activity logs, distribution of informational materials, coordination of fun activities to engage keiki, etc. Personnel: PC, PA, & TLG.
4. Promote safety, disaster preparedness, or health/well-being trainings in or near the community. Personnel: PC & PA.
5. Coordinate regular meetings with law enforcement officers from DHHL, HPD, or HFD. Personnel: PC & PA.

This action plan is based on national best practices, recommended activities by the HPD, and the needs of community. It contains all steps necessary to implement the Neighborhood Safety Watch Program on O‘ahu, and it will result in measurable outcomes for the community at-large.

C. Provide evidence of the agency’s ability to perform the proposed grant activity through past performance, current capacity and/or plan to acquire the capacity to perform.

1. Provide data that demonstrates proven success in offering the same, similar, or related activities to achieve the proposed outcomes. *(3,000 character count limit)*

HCDC is a 14 year-old community development nonprofit with physical offices on three islands, 16 full-time equivalent staff, and a statewide all-Native Hawaiian board. The programming of the applicant over the last 14 years is in job creation initiatives primarily through support to new and existing micro enterprises, community facility development, and the operation of social enterprises that create cottage industry jobs.

It‘s work is concentrated in affordable housing, job creation through economic development, and community capacity building. As a mature nonprofit corporation, the applicant has a diverse funding base, including federal and national intermediary funders and foundations, receiving high marks from its funders both locally and nationally.

The applicant has been receiving grant awards from affordable housing and homebuyer education-focused entities like NeighborWorks America, Enterprise Community Partners, LISC, and premier national Intermediary funders. Federal funders include USDA, HUD, SBA, and the Treasury Department. The diversity of funders, especially national and federal funders, are almost always fueled by performance, compliance, and the ability to deliver on highly compliant and regulatory requirements.

In every year of its formal existence, the applicant has delivered and/or administered capacity building services in the Native Hawaiian community consisting of research, curriculum development, training and logistics organizing, all core to the success of the NSW program. In 2024 alone, HCDC coordinated and delivered 38 trainings, meetings, and convenings on the topics of housing, economic stability, business, or community development. HCDC attracted 703 participants to these events – held in-person and virtually. The applicant has $6 million in assets, and a $1.4 million annual operating budget, with a statewide service area.

HCDC piloted a NSW program in Anahola over a decade ago, and now proposes a partnership with the CITY to extend its reach to two communities on O‘ahu. Nothing in the proposed project is new to HCDC or outside of its capability. If funded, the applicant will have the opportunity to build-upon what the community has in place, and scale the program to support other communities.

2. Describe the applicant’s capacity to successfully achieve the proposed outcomes.
OR
Provide a plan to acquire the capacity to successfully achieve the proposed outcomes (including how the applicant has acquired similar capacity in the past).

Responses should include organizational knowledge, staffing, fiscal resources, facilities and other resources, stakeholders and relationships, and other relevant resources. *(3,000 character count limit)*

To successfully deliver NSW over a 12-month project period, the applicant is proposing a staffing plan of 1.50 FTE as follows: 1) Co-Executive Director of Corporate Compliance at .25 FTE; 2) Program Coordinator at 1.0 FTE; and 3) Program Assistant at .25 FTE.

The Co-Executive Director (Co-ED) of Corporate Compliance has a Degree in Marketing and a background including eight years at the Hawai‘i legislature, supervising Senate office staff, administration, and compliance. This position shall be responsible for the launch on O‘ahu, supervision of project staff, contracting, coordination of partners, project reports to the Board, and finalization of reports prior to submission. She has over 10 years of experience conducting project related activities.

The Chief Financial Officer, a graduate of Notre Dame with an Accounting degree has 20 years of experience in nonprofit finance, audits, and accounting. Additionally, he has 10 years of experience in trans-national businesses. He oversees and manages all financial activities of organization (not included in the budget).

The Program Coordinator (PC) supports the Co-ED and currently works at the headquarters on O'ahu with multiple duties. She is trained in data collection, event coordination, and microsoft applications. The PC is prepared to conduct program monitoring and reporting, coordinate training sessions, coordinate activities with consultants, and recruit community volunteers. This person has five years of experience conducting similar duties and responsibilities for her community and civic club association. This position shall be supervised by the Co-ED.

The Program Assistant (PA) shall assist with administrative duties including data entry and data compilation, tracking performance measures, coordinating training logistics, printing and/or assembly of training materials, printing and /or distribution of marketing / recruitment materials, coordination of meetings, and other duties as assigned. This position shall be supervised by the Co-ED.

TiLeaf Group, a 501c3 nonprofit Native advocacy firm, will provide subject matter expertise in program implementation, curricula development, fundraising, graphic design and production, data collection, evaluation, and more. Additionally, they will provide program support during the program period, if staff turnover occurs. The executives have strong community organizing skills, and have over 100 years of combined experience in community development.

D. Describe the applicant's sustainability and/or additional long-term benefit to the community

1. Provide a plan for sustaining and / or expanding activities beyond the applicable grant period. *(2,000 character count limit)*

In 2023, HCDC made a strategic decision to build the capacity of NSW for statewide expansion. The Co-EDs created a strategic plan towards this goal, looking at research, collaboration, fundraising, and delivery.

The results of the research were described in Section II.A.1. of Appendix A, and it validated what HCDC and concerned individuals have been observing in their communities. The property crime rate in Honolulu is increasing. The Honolulu Police Department (HPD) reports a 15% increase in murder and non-negligent manslaughter, and a 1.4% increase in burglaries. On August 31, 2024, three women were killed, two injured, and the gunman was pronounced dead, after a dispute started between neighbors in Wai'anae. On October 22, 2024, two teens were injured in a late night shooting in Kalihi.

HCDC held meetings with key partners, the Sovereign Council of Hawaiian Homestead Associations, various community associations, and TiLeaf Group, to collect feedback on the design of NSW, how/whether NSW would benefit their communities, and their involvement in the program. All partners voiced overwhelming support of NSW and committed to supporting implementation through the proposed components, to ensure success in outreach, recruitment, training, implementation, and evaluation.

If funded, the success built in these two communities will be used as a spring-board to expand into other communities. HCDC will have a scalable program, and will have established policies, a list of trainings, materials, and more. Further, they will have a pool of volunteers that could assist other communities. Easily replicable.

The HCDC Board of Commissioners set a goal of fundraising $1 million over the next five years, from local, national, public, and private funding sources. Since active fundraising began in December 2023, TiLeaf Group secured $94,760 for delivery of NSW on O‘ahu, with a project start date of December 2024. By the end of December 2024, at least $500,000 in financial requests will have been submitted to various entities.

2. Describe the applicant’s capacity and resources to carry out the above plan (staffing, funding, etc.) beyond the grant period. *(2,000 character count limit)*

Neighborhood Safety Watch initiatives popped-up in the 1980s, as an effective approach to preventing crime, improving public safety and well-being, increased security, enhanced relationships with law enforcement, and improved relationships amongst neighbors.

In every year of its existence, HCDC has delivered and/or administered capacity building services in communities consisting of research, curriculum development, training and logistics organizing. In 2024 alone, HCDC coordinated and delivered 38 trainings, meetings, or convenings, in-person and virtually. A total of 703 individuals attended and participated.

Additionally, the applicant operates four social enterprises that support job creation, owns affordable housing rentals, and owns several community facilities it successfully built and currently operates. The applicant has delivered direct services to families statewide through subgranting, or the provision of financial literacy workshops, micro-enterprise development, and providing access to capital for homeownership. Today, the organization has $6 million in assets and a $1.4 million annual operating budget.

By the end of December, HCDC will have $500,000 in local funding submissions that will support the expansion and delivery of NSW on O‘ahu. This grant application will provide HCDC with the financial resources to institutionalize the program in communities, and lease equipment, that the communities could not otherwise afford. Coupled with the HCDC expertise, this grant will enable the community associations to maintain NSW long after the grant period ends.

It has always been a goal of HCDC to create and expand Neighborhood Safety Watch initiatives in communities. The CITY‘s Grants in Aid Program provides HCDC with an incredible opportunity to share its resources with communities, and volunteers, seeking to institutionalize proven crime prevention approaches in underserved communities.

E. No CITY funds or assistance. The highest consideration will be given to applicants that do not receive other funding or any form of assistance from the CITY. While applicants that receive other funding or assistance from the CITY may apply for Grants in Aid funding, the extent of funding or assistance already received in relation to services provided must be considered prior to awarding Grants in Aid funds. A percentage of the sub-total criteria points will be awarded to Grantees based on the criteria below and the information about past funding / assistance from the CITY that follows.	
The applicant has received no award from the CITY within the last 3 years.	**10%**
The applicant has received 1-2 awards from the CITY within the last 3 years.	**7%**
The applicant has received 3-5 awards from the CITY within the last 3 years.	**5%**
The applicant has received between 6-9 awards from the CITY within the last 3 years.	**3%**
The applicant has received 10 or more awards from the CITY within the last 3 years.	**0%**

GRANTEE RECEIPT OF CITY GRANTS

Identify all CITY grants received by Grantee (or Fiscal Sponsor) in the last three (3) years. Information will be verified by the CITY.

1. Grant Activity Name & Contract #: Residential Employment Living Improvement Project, Contract No. CT-DCS-2500027
   Grant Period: 11/1/2024 – 10/31/2025 Grant Amount: $150,000
   Grant Purpose: The project will provide on-the-job training and placement for at least 20 individuals in meaninful employment opportunities. Addressing increasing rates of out-migration, and support individuals seeking fulfilling careers.
   Grant Activity Status: ☒ Underway ☐ Completed ☐ Canceled
   Administrating Division: Department of Community Services

E. Age Friendly Honolulu (Complete only if applying for the bonus points)
Consideration is to be given to applicants that incorporate the vision and goals of the Age-Friendly Honolulu Program (as codified in ROH Chapter 2, Article 22), including but not limited to (1) enabling residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active; and (2) removing barriers to inclusion for and providing support services to vulnerable residents and/or have physical limitations.

<u>If awarded bonus points for being an Age-Friendly Honolulu project, the Grantee will be subject to additional reporting requirements, including but not limited to name, age, and physical location of seniors being served by the project.</u>

To be eligible for the bonus points as an Age-Friendly Honolulu project an organization must demonstrate the proposal aligns with Age-Friendly Honolulu's priorities by completing the following TWO steps:

1) Go the following website https://www.hiphi.org/age-friendly-honolulu/ to access an Age-Friendly Honolulu training video. The video should be watched by at least one (1) person from the non-profit organization in a leadership position (Executive Director, Administrator, or equivalent). This video will define an "age-friendly city" and explain what types of projects align with the Age-Friendly Honolulu Vision.

2) Complete the section below by selecting which Age-Friendly Honolulu category best fits the activities of your organization and providing a brief description of how your proposal is an Age-Friendly Honolulu project.

☒ Enabling Residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active, particularly at the oldest ages

☐ Providing Kupuna with meaningful roles in the community, including mentors, volunteers, or through intergenerational programming

☐ Removing barriers to support community inclusion and accessibility for persons of all abilities.

3) How is your proposal an Age-Friendly Honolulu Project and explain how your organization can meet the additional reporting requirements if awarded? *(2,000 character count limit)*

HCDC's NSW was spear-headed by kūpuna (elders), with involvement from the entire family unit. NSW is a perfect venue to engage kūpuna, and encourage families to remain active and vigilent within their community. It is an "Age-Friendly Honolulu Project", because it will involve participation from individuals of all ages. There will be training for teens and adults, and fun educational activities for young children. Both communities attracted participants of all ages.

In a lot of the cases, it is the youth that are playing outside that see suspicious activities and/or people, and they bring it to the attention of community leaders. You often see youth walking or riding alongside their parents or kūpuna in the afternoons. We anticipate regular patrolling to occur in the same fashion, with the use of golf carts.

When HPD, the Honolulu Fire Department, or the EMS Ambulances come onsite, all of the youth will have a chance to talk to various officials, and check-out their vehicles and equipment. This is a win-win component. It will strengthen the relationship between law enforcement officials and families, AND it will encourage career pathways in these fields.

Proposal 73

APPENDIX A: TIER II GRANT PROPOSAL (Grants $25,000 to $150,000)
SOLICITATION NO. RGP-DCS-GIA2026

Instructions: The proposal below must be completed in full. Responses must be provided in the fillable boxes provided. Where annotated, the fillable boxes have predetermined maximum limits on character counts. Letters, numbers, punctuation marks, and spaces are included in the character count limits.

SECTION I
SUMMARY

A. Grantee Legal Name:	Honolulu Habitat for Humanity
B. Is Grantee a Fiscal Sponsor?	No
C. Grant Activity Name:	Home Build and Critical Home Repair 2025 - 2026

D. Briefly describe the Grantee's background, history (including year established), and mission. *(400-character count limit)*

Honolulu Habitat for Humanity (HHH) was founded in 1988 as an affiliate of Habitat for Humanity International, with the mission of bringing people together to build homes, community and hope. Since its founding, HHH has built more than 90 homes on the island of O'ahu, sheltering more than 500 people. HHH's vision is to eliminate poverty housing on O'ahu by building decent affordable housing in partnership with low-income families.

E. Briefly describe the Grant Activity and public need being filled. *(400-character count limit)*

HHH addresses the public need of a lack of affordable housing on O'ahu by offering a permanent solution for families: homeownership. Through our Home Build Program, HHH offers affordable homeownership to low-income families, and with our Critical Home Repair Program, we help families stay safely in the homes they already own and the communities they depend on. These programs benefit not only our partner families, but generations to come as they create and maintain an asset that can be passed onto future generations. By owning their own house, families are able to increase their savings, build equity, and have a safe, affordable place to call home.

F. Briefly summarize Grant Activity outcomes and measures of success, including number and description of those served. *(400-character count limit)*

Through this funding, HHH will build 3 homes for low-income families, complete 6 Critical Home Repair projects, serving a total of 23 individuals. In addition, HHH will log 600 volunteer hours and 400 homeowners 'sweat equity' hours and hold (1) 3-month open enrollment session for communities to learn about the programs HHH offers. HHH's target families are in the 30% (extremely low income) - 80% (very low income) range of Area Median Income (AMI) for the county of Honolulu. In general, applicants are residing in inadequate housing, living with other family members, or paying rent that overstretches their budget.

G. Council District
Check all districts that will benefit from the Grant Activity. Provide the amount requested per district. Amounts must be in whole numbers only.

☐ District 1 $	☐ District 2 $	☒ District 3 $150,000
☐ District 4 $	☐ District 5 $	☐ District 6 $

☐ District 7 $	☐ District 8 $	☐ District 9 $
Total Amount Requested (must be $25,000 to $150,000)	$150,000	

H. Type of Grant Activity (pick ONE category that best reflects the Grant Activity):		
1. Public Services: Projects in this category will support qualified public services and programs for the target populations deemed by the CITY to be most vulnerable.		
☐ A. Public Service – Seniors	☐ B. Public Service - Children	☐ C. Public Service - Disabilities
☒ D. Public Service – Homeless	☐ E. Public Service – Domestic Violence	☐ F. Public Service – Substance Abuse
☐ G. Public Service – Mental Health	☐ H. Public Service – Other (describe):	
2. Arts, Culture, Community/Economic Development, and the Environment: Projects in this category will support the sustainable improvement in the well-being and quality of life of local communities, especially low- to moderate income areas.		
☐ A. Arts	☐ B. Culture	☐ C. Community Development
☐ D. Economic Development	☐ E. Environment	

GRANTEE'S CERTIFICATION AND SIGNATURE

The undersigned, subject to personal liability and penalty under applicable law, certifies that he or she: (i) is authorized to sign this Grant Proposal; (ii) personally prepared or reviewed the matters found in this Grant Proposal (including any related documents/attachments); (iii) asserts all statements made in this Grant Proposal (including all attachments) are true, accurate and complete; (iv) has the requisite skills and knowledge to assert the foregoing certification; and (v) has complied and shall continue to comply with all applicable requirements of Chapter 6, Article 29 of the Revised Ordinances of Honolulu 2021, as amended (Link), regarding private organizations receiving grants of public funds from the City and County of Honolulu.

Signature of Grantee (Fiscal Sponsor) Officer
Printed Name and Title: Nerine Asbel, Director of Operations

11/18/2024
Date

CERTIFICATE OF THE BOARD OF DIRECTORS NO OBLIGATIONS IN ARREARS

The undersigned of the Board ("Grantee") hereby certifies that the Grantee or any principal of the Grantee or sponsored organization (where the Grantee is a Fiscal Sponsor) is not in arrears on any financial or other obligation owed to the City & County of Honolulu, a municipal corporation of the State of Hawaii.

(Signature)

Ku'uwehi Hiraishi, President
(Print name)

CERTIFICATE OF THE BOARD OF DIRECTORS AUTHORIZATION TO ASSIGN AUTHORITY

The undersigned of the Board ("Grantee") hereby certifies that Nerine Asbel (name), Director of Operations (title), has been authorized by the Board of Directors to sign proposals, contracts, and related documents on behalf of the Grantee. Accordingly, I hereby assign the authority by the Board to execute proposals, contracts, and contract amendments on behalf of the Grantee, and further certify that the assigned is given the power and authority to do all things necessary to implement, maintain, amend, or renew such contracts, including but not limited to the delegation of signing authority to another employee of the Grantee.

(Signature)

Ku'uwehi Hiraishi, President
(Print name)

STATE OF HAWAII)
CITY AND COUNTY OF HONOLULU)

On this 4 day of November, 2024, before me appeared Kuuwehi Hiraishi, personally known to me, who, being by me duly sworn, did say that he/she is the President of Honolulu Hulihua for Homes and that the corporation has no corporate seal, and that said instrument was signed in behalf of said corporation by authority of its Board of Directors, and said _____ acknowledged said instrument to be the free act and deed of said corporation.

Notary Public, State of Hawaii

VELDA K. L. ABAD
Notary Public, State of Hawaii
My Commission Expires: 9/19/2028

My Commission expires:

VELDA K. L. ABAD NOTARY PUBLIC No 04-532 STATE OF HAWAII

Doc. Date: 11/4/24 # Pages 1
Name: Velda Abad 1st Circuit
Doc. Description: Grant purpose

Signature 11/4/24 Date

NOTARY CERTIFICATION

VELDA K. L. ABAD NOTARY PUBLIC No 04-532 STATE OF HAWAII

SECTION II
GRANT ACTIVITY INFORMATION

A. Describe how the community need, stated problem/issue, and target population are effectively validated. The description must include how the public services' target population is vulnerable or how the arts, culture, community/economic development, or environmental activities will especially support low- to moderate-income areas.

1. Provide substantive data and other qualifying information to demonstrate how the problem/issue impacts the target population and is a community priority that needs to be addressed. *(5,000 character count limit)*

The need for affordable housing in Hawaii is urgent. Hawaii's low-income residents face the highest cost of living in the nation, including the highest cost of housing. Prior to the pandemic, one in five households in Hawaii were extremely cost-burdened, paying 50% or more of their income on housing. In 2020, there was a shortage of 23,143 affordable housing units across the state. According to a 2024 study published by the University of Hawaii, fewer than one-third of households (30%) in Hawai'i can afford a mortgage on a single-family home. This is a decrease of 14% from just two years ago. This significant drop shows the urgency of the housing crisis on Oahu. Renting is also an expensive housing option, as 56% of renters are considered 'rent-burdened' in Hawaii, in that they spend more than 30% of their income on rent.

Hawai'i also has the highest rate of 'doubling up' in the country, where multiple generations live in one unit. Even Hawai'i residents at middle-income levels have trouble finding affordable housing or purchasing homes. A shortage of affordable housing, combined with relatively low wages, rent increases mean low-income families are facing a severe housing affordability crisis. With a shortage of rental units in Hawaii, especially for low-income families, as well as a dramatic surge in housing prices since the pandemic started, the stability provided through homeownership is simply out of reach for most low-income families.

For low-income residents who do own homes, the cost of maintaining their homes is often enough of a financial burden that people are forced to leave their communities and find stable housing elsewhere. This is especially true with the kupuna in our community. According to Habitat for Humanity International, by 2030, 20% of the U.S. population will be 65 or older. Yet, more than 19 million older adults are living in homes that are in disrepair or ill-equipped to safely meet their needs.

B. Describe the proposed plan

1. Provide a description of the Grant Activity. This description will be used as the scope of services in the contract. Describe why you chose this Grant Activity and how it will effectively address the community's problem / need. *(3,000 character count limit)*

HHH will work to address the housing instability of low-income families on O'ahu through our two core programs:

1. **Home Build Program:** During our Open Enrollment Sessions, families can learn how to apply to be a Habitat family, and receive a new, affordable home that they will move into as homeowners. Habitat homebuyers help build their homes alongside volunteers, participate in financial education classes, and pay an affordable mortgage. HHH connects our families to a 3rd party lender best suited to their situation, which in turn

issues 30-year mortgages to our families at low interest rates that range from 0% - 5%. In some cases, HHH will issue a mortgage directly to a partner family.

2. **Critical Home Repair Program:** HHH's Critical Home Repair Program offers home repair services to homeowners so they can continue to live in safe, decent homes for years to come. This program is targeted at low-income families who have homes but are struggling to maintain them, with a special focus on our kupuna and disabled community. By fixing the long-deferred maintenance projects, critical repairs and code violations, we help families stay in their existing homes and avoid displacement. Safe, well-maintained homes are critical to families' health and well-being. Low-income homeowners often lack the financial flexibility to make repairs, leading to the risk of displacement and unsafe housing conditions. With every home we repair, we help preserve Hawaii's limited affordable housing inventory, provide the opportunity for low-income families and kupuna to age-in-place safely and strengthen the communities we all share.

HHH chose these methods to address the community need of housing instability because of the proven track record of Habitat work worldwide. HHH has a 30-plus year history of making a positive impact on O'ahu. As part of a national network of 1,500 Habitat affiliates who have been doing this kind of work for more than 40 years, HHH has garnered invaluable experience and expertise in home building and repair. Habitat for Humanity is the largest residential home builder in the world, bringing the reputation, strength and backing of Habitat for Humanity International (HFHI) to the table.

2. Provide measurable outcomes, describe how outcomes are aligned with the purposes and priorities of the Grants in Aid Fund, and describe how outcomes directly benefit the target population. ***(3,000 character count limit)***

Public Services should begin with a statement of the number of individuals that the Grant Activity will directly benefit during the Grant Term.

Arts, Culture, Community/Economic Development or Environment should begin with a statement as to how the Grant Activity supports the sustainable improvement in the well-being and quality of life of local communities, especially low to moderate income areas.

Through this funding, HHH will build 2 completed and 1 in-progress homes for low-income families, complete 6 Critical Home Repair projects, serving a total of 23 individuals (11 through Home Builds and 12 through Home Repairs). In addition, HHH will log 600 volunteer hours and 400 homeowners 'sweat equity' hours and hold (1) 3-month long open enrollment session for communities to learn about the programs HHH offers.

Homeownership is a long-term solution for families who are facing housing insecurity. According to nation-wide research conducted by Habitat for Humanity International, homeownership shows a positive correlation between income, education, and wealth indicators:

- There is a correlation between homeownership and increased wealth, with each year of homeownership tending to be associated with an additional $9,500 in net wealth, on average.
- Children of low-income homeowners are 11% more likely to graduate from high school and are 4.5% more likely to complete post-secondary education than children of low-income renters.

- Homeowners can leverage their housing wealth to finance post-secondary education for their children, especially lower- and moderate-income households. For lower- and moderate-income households, a $10,000 increase in housing wealth raises the probability of college attendance by 14%.
- Decreasing housing costs for cost-burdened households (those spending more than half of their household expenditures on housing) releases resources to spend on nutritious food and health care and limits overcrowding to minimize the spread of respiratory infectious diseases.

Homeownership benefits not only our partner families, but generations to come as it creates an asset that can be passed onto future generations and allows local families to stay in their communities. By owning their own home, families are able to increase their savings, build equity, and have a safe, affordable place to call home.

3. Provide an action plan to achieve the stated measurable outcomes. If the Grant Activity involves a partnership, provide a description of each partner's role. Must include measurable milestones, specific events, or other performance measures appropriate to achieving the outcomes. ***(3,000 character count limit)***

Objective: Two Home Build projects are completed for low-income families, and one in progress home.
Action 1: Hold one 3-month Open Enrollment Session to recruit new partner families.
Action 2: Approve families through HHH's partner family committee.
Action 3: Work with partner families to attend financial literacy trainings.
Action 4: Create plan of action for completing each individual home.

Objective: Recruit volunteers to build homes,
Action 1: Mobilize HHH's volunteer base to fill in volunteer spots as needed.
Action 2: Work with partner families to ensure they meet their hours of sweat equity.

Objective: Six Critical Home Repair Projects are completed.
Action 1: Work with local communities to identify individuals and kupuna in need.
Action 2: Approve projects through HHH's family selection committee.
Action 3: Create plan of action for completing each Critical Home Repair Project.

4. Provide a budget narrative that explains how the budget in Section III will achieve the desired outcomes. (*3,000-character count limit)*

Honolulu Habitat for Humanity is asking for GIA funding for the following budget line items:

Direct Salaries/Wages: These costs will go towards the salaries of the following positions. These positions play an integral role in ensuring our objectives are met:

- Director of Operations/Construction Manager: Oversees construction sites, timelines and project management of home builds.
- Homeowner Services Manager: Coordinates outreach sessions and assists families with the application process to become a partner family. Matches families with proper lending products.

Office Rent: To house operations of the staff who coordinate key HHH programs.

Mileage and Parking: To transport staff andsupplies to the build site.

Telecommunications: Internet connection for our tablets which manage volunteer information and allow staff to work on the build site.

Insurance: Builders risk insurance and insurance maintained to cover volunteers

Administrative Salaries/Wages: These costs will go toward the salaries of the following positions. These positions play a supportive role in ensuring our objectives are met:

- Director of Finance: Records and pays all invoices for materials and subcontractors for builds and repairs
- Executive Director: Advocates for HHH families and programs in the community.

5. Provide a timeline that is complete, realistic and appropriate to achieve the desired outcomes. This timeline should also be reflected in Section IV. ***(3,000 character count limit)***

October 2025 –
Continue to work on Home Build #1 (already in progress at start of grant period).
Review applications for Critical Home Repair projects; select projects #1, #2, and #3

November 2025 –
Continue to work on Home Build #1
Home visits for Critical Home Repair projects #1 & #2

December 2025 –
Complete Home Build #1

January 2026 –
Begin Home Build #2
Complete Critical Home Repair #1 & #2

February 2026 –
Continue Home Build #2
Home Visit for Critical Home Repair #3

March 2026 –
Continue Home Build #2
Complete Critical Home Repair #3

April 2026 –
Continue Home Build #2
Review applications for Critical Home Repair projects; select projects #4, #5, and #6

May 2026 –
Continue Home Build #2
Home visits for Critical Home Repair projects #4 & #5

June 2026 –
Complete Home Build #2
Complete Critical Home Repair #4 & #5

July 2026 –
Begin Home Build #3

Home Visit for Critical Home Repair #6

August 2026 -
Continue Home Build #3
Complete Critical Home Repair #6

September 2026 -
Continue Home Build #3

C. Provide evidence of the agency's ability to perform the proposed grant activity through past performance, current capacity and/or plan to acquire the capacity to perform.

1. Provide data that demonstrates proven success in offering the same, similar, or related activities to achieve the proposed outcomes. ***(3,000 character count limit)***

Since its founding in 1988, HHH has built more than 90 homes on the island of O'ahu, sheltering more than 500 people. Since 2018 HHH has completed 20 Critical Home Repair projects, serving 39 people, 17 of them were kupuna.

As an example of how HHH utilizes networks and partnerships to serve our families, this year HHH completed a home for 87-year-old Margarita Flores, whose dream had been to own a home where her family could come together and live under one roof again. The Department of Hawaiian Homelands notified her that she was awarded a piece of land in the Waimanalo Kakaina Subdivision. As the matriarch of four generations of Flores family members, she enlisted the support of her son, along with her granddaughter and great-grandchildren, to help bring the dream of building a home together to life. HHH came in to help make this dream a reality. HHH brought together partners from the Department of Hawaiian Homelands, Office of Hawaiian Affairs, Catholic Campaign for Human Development, Howard Hughes at Ward Village, Maryl Group, Booz Allen, PPG and Urban Farm Store to support this family's journey. Because of these efforts, funds were raised, permits completed, and more than two hundred dedicated volunteers contributed over 1,600 volunteer hours to build their home from the ground up. Now the family has a place to live together, celebrate holidays, and a valuable asset that can be passed down to future generations.

Community engagement and collaboration are the foundation of our ability to serve our mission. As a result of our community partnerships with government agencies, local businesses, volunteers and community organizations, we are able to offer homes to our partner families at 60-70% below market rate.

HHH is also proud of its innovative programs to positively impact housing and the construction industry. An example of this is our Wahine Build program. HHH's Wahine Build began in 2016 as a single-day event hosted during International Women Build Week. Inspired by the enthusiasm of our community, we expanded Wahine Build to increase Habitat's base of female construction volunteers. Through hands-on training and a supportive learning environment, we empower women to flex their skills or learn something new on a Habitat build site. In 2023, Wahine Build mobilized more than 200 women who constructed a Waimanalo home from start to finish. It was the first home in HHH's history built entirely by female volunteers.

2. Describe the applicant's capacity to successfully achieve the proposed outcomes.
OR
Provide a plan to acquire the capacity to successfully achieve the proposed outcomes

(including how the applicant has acquired similar capacity in the past).

Responses should include organizational knowledge, staffing, fiscal resources, facilities and other resources, stakeholders and relationships, and other relevant resources. ***(3,000 character count limit)***

HHH has a 35-plus year history of making a positive impact on O'ahu. As part of a national network of 1,500 Habitat affiliates who have been doing this kind of work for more than 40 years, HHH has garnered invaluable experience and expertise in home building and repair. Habitat for Humanity is the largest residential home builder in the world, bringing the reputation, strength and backing of Habitat for Humanity International (HFHI) to the table. HHH currently has 3 full-time staff persons and is in the process of hiring a new Executive Director to start in January of 2025.

All of this work is in line with our mission to build homes, communities and hope. When developing homes with our partner families, we engage the communities that surround them in order to create resources and partnerships to ensure they are successful in their new home and life. Although housing costs are often the primary strain on the budget of a low-income household, we recognize there are multiple other components necessary to stabilize our families, including childcare, food, and health care. In the community-focused culture of Hawaii, a strong network of neighbors and community resources are needed to ensure our partner families succeed. HHH works with the community to ensure other needed services are accessible to our families.

Honolulu Habitat for Humanity is overseen by a board of directors, which is Community Development Housing Organization (CHDO) certified. CHDO organizations meet stringent requirements set forth by the US Department of Housing and require a third of our board to be low-income or residents of low-income communities. This keeps HHH accountable and in-tune with the communities we serve.

D. Describe the applicant's sustainability and/or additional long-term benefit to the community

1. Provide a plan for sustaining and / or expanding activities beyond the applicable grant period. ***(2,000 character count limit)***

HHH has been continuously building and recruiting partner families for low-income families on Oahu for more than 35 years. HHH plans to continue to strengthen its relationship with outside community agencies that can help refer families to our programs and can advance access to affordable housing. HHH plans to increase the confidence in our community partners and grantors in order to fund our mission and grow our construction reserves.

2. Describe the applicant's capacity and resources to carry out the above plan (staffing, funding, etc.) beyond the grant period. ***(2,000 character count limit)***

Grant funding helps offset the direct cost to our partner families. Costs not covered by HHH grants and fundraising are covered by a low-interest mortgage taken out by the partner family. HHH connects our families to a 3rd party lender best suited to their situation, which in turn issues 30-year mortgages to our families at low interest rates that range from 0% - 5%. In some cases, HHH will issue a mortgage directly to a partner family.

To sustain funding after the grant period ends, HHH has developed an innovative financial tool called the Revolving Construction Fund (RCF) that supports the homeownership opportunities HHH offers. The RCF will allow HHH the flexibility to build 2 houses at a time. Our current funding model requires expenditure of cash reserves to begin building each home. In total, each home costs on average $310,800.00 to build. High pre-construction costs ($25k-$45k per project) and delayed funder reimbursements (60 to 90 days), restrict production and negatively affect cash flow.

The RCF is a restricted, self-replenishing pool of capital used exclusively for construction expenses. Eligible expenses include project planning, architect & engineering fees, permitting, site infrastructure, contracted labor & materials. The RCF is currently able to supplement the building of no more than one complete home build at a time. Further investment in the RCF will allow us to increase housing production, build multiple homes simultaneously, reduce delays and eliminate interest-accruing bridge loans, and its impact is augmented by its self-replenishing nature.

E. No CITY funds or assistance. The highest consideration will be given to applicants that do not receive other funding or any form of assistance from the CITY. While applicants that receive other funding or assistance from the CITY may apply for Grants in Aid funding, the extent of funding or assistance already received in relation to services provided must be considered prior to awarding Grants in Aid funds. A percentage of the sub-total criteria points will be awarded to Grantees based on the criteria below and the information about past funding / assistance from the CITY that follows.	
The applicant has received no award from the CITY within the last 3 years.	**10%**
The applicant has received 1-2 awards from the CITY within the last 3 years.	**7%**
The applicant has received 3-5 awards from the CITY within the last 3 years.	**5%**
The applicant has received between 6-9 awards from the CITY within the last 3 years.	**3%**
The applicant has received 10 or more awards from the CITY within the last 3 years.	**0%**

GRANTEE RECEIPT OF CITY GRANTS

Identify all CITY grants received by Grantee (or Fiscal Sponsor) in the last three (3) years. Information will be verified by the CITY.

1. Grant Activity Name & Contract #: A Grant to Support the Building Home for Low Income Families CT-DCS-2100044
   Grant Period: Nov 2021- Oct 2022 Grant Amount: $125,000
   Grant Purpose: For operational support during 5 home builds and 5 home repairs
   Grant Activity Status: ☐ Underway **X** Completed ☐ Canceled
   Administrating Division: Department of Community Services

2. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

3. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

4. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____

E. Age Friendly Honolulu (Complete only if applying for the bonus points)
Consideration is to be given to applicants that incorporate the vision and goals of the Age-Friendly Honolulu Program (as codified in ROH Chapter 2, Article 22), including but not limited to (1) enabling residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active; and (2) removing barriers to inclusion for and providing support services to vulnerable residents and/or have physical limitations.

If awarded bonus points for being an Age-Friendly Honolulu project, the Grantee will be subject to additional reporting requirements, including but not limited to name, age, and physical location of seniors being served by the project.

To be eligible for the bonus points as an Age-Friendly Honolulu project an organization must demonstrate the proposal aligns with Age-Friendly Honolulu's priorities by completing the following TWO steps:

1) Go the following website https://www.hiphi.org/age-friendly-honolulu/ to access an Age-Friendly Honolulu training video. The video should be watched by at least one (1) person from the non-profit organization in a leadership position (Executive Director, Administrator, or equivalent). This video will define an "age-friendly city" and explain what types of projects align with the Age-Friendly Honolulu Vision.

2) Complete the section below by selecting which Age-Friendly Honolulu category best fits the activities of your organization and providing a brief description of how your proposal is an Age-Friendly Honolulu project.

☒ Enabling Residents of all ages to actively participate in activities that keep them socially engaged, healthy and active, particularly at the oldest ages.

☐ Providing Kupuna with meaningful roles in the community, including mentors, volunteers, or through intergenerational programming

☐ Removing barriers to support community inclusion and accessibility for persons of all abilities.

3) **How is your proposal an Age-Friendly Honolulu Project and explain how your organization can meet the additional reporting requirements if awarded? *(2,000 character count limit)***

Approximately 43% of HHH's Critical Home Repair projects have been provided to Kupuna members of our community since 2018. Simple home repairs like handrails, wheelchair ramps, and shower assistance devices can allow Kupuna to age in place and stay in their homes and communities. Our programs also engage our Kupuna with their community, inviting them to participate as volunteers in the repair of their homes and engage in intergenerational gatherings with HHH staff and volunteers from their community.

APPENDIX A: TIER II GRANT PROPOSAL (Grants $25,000 to $150,000)
SOLICITATION NO. RGP-DCS-GIA2026

Instructions: The proposal below must be completed in full. Responses must be provided in the fillable boxes provided. Where annotated, the fillable boxes have predetermined maximum limits on character counts. Letters, numbers, punctuation marks, and spaces are included in the character count limits.

SECTION I
SUMMARY

A. Grantee Legal Name:	Honolulu Museum of Art
B. Is Grantee a Fiscal Sponsor?	☐ Yes ☒ No
C. Grant Activity Name:	Community Sundays at HoMA

D. Briefly describe the Grantee's background, history (including year established), and mission. *(400 character count limit)*

The vision of the Honolulu Museum of Art (HoMA) is to inspire and uplift our community through transformative art experiences.
HoMA was founded in 1922 by Anna Rice Cooke and opened to the public in 1927. Its founding vision was to build community in a multi-ethnic society by helping people find common ground through the universal language of art.

E. Briefly describe the Grant Activity and public need being filled. *(400 character count limit)*

HoMA's Community Sundays provide a free, monthly arts and cultural program that offers accessible, enriching experiences for families, especially those from low- to moderate-income backgrounds. Through interactive activities such as art-making, storytelling, and performances, the program addresses financial and social barriers, supports cultural engagement, education, and community cohesion.

F. Briefly summarize Grant Activity outcomes and measures of success, including number and description of those served. *(400 character count limit)*

Community Sundays aim to serve over 10,000 attendees annually, including families and individuals of diverse ages and backgrounds. Outcomes include increased art accessibility, strengthened community ties, and enhanced cultural understanding. Success is measured by attendance, participant feedback, and collaborations with local cultural organizations that add depth and relevance to the programming.

G. Council District
Check all districts that will benefit from the Grant Activity. Provide the amount requested per district. Amounts must be in whole numbers only.

☒ District 1 $16,666	☒ District 2 $16,666	☒ District 3 $16,666
☒ District 4 $16,666	☒ District 5 $16,672	☒ District 6 $16,666
☒ District 7 $16,666	☒ District 8 $16,666	☒ District 9 $16,666

Total Amount Requested (must be $25,000 to $150,000)	$150,000

H. Type of Grant Activity (pick ONE category that best reflects the Grant Activity):		
1. Public Services: Projects in this category will support qualified public services and programs for the target populations deemed by the CITY to be most vulnerable.		
☐ A. Public Service – Seniors	☐ B. Public Service - Children	☐ C. Public Service - Disabilities
☐ D. Public Service – Homeless	☐ E. Public Service – Domestic Violence	☐ F. Public Service – Substance Abuse
☐ G. Public Service – Mental Health	☐ H. Public Service – Other (describe):	
2. Arts, Culture, Community/Economic Development, and the Environment: Projects in this category will support the sustainable improvement in the well-being and quality of life of local communities, especially low- to moderate income areas.		
☐ A. Arts	☐ B. Culture	☒ C. Community Development
☐ D. Economic Development	☐ E. Environment	

GRANTEE'S CERTIFICATION AND SIGNATURE

The undersigned, subject to personal liability and penalty under applicable law, certifies that he or she: (i) is authorized to sign this Grant Proposal; (ii) personally prepared or reviewed the matters found in this Grant Proposal (including any related documents/attachments); (iii) asserts all statements made in this Grant Proposal (including all attachments) are true, accurate and complete; (iv) has the requisite skills and knowledge to assert the foregoing certification; and (v) has complied and shall continue to comply with all applicable requirements of Chapter 6, Article 29 of the Revised Ordinances of Honolulu 2021, as amended (Link), regarding private organizations receiving grants of public funds from the City and County of Honolulu.

Halona Norton-Westbrook — November 20, 2024

Signature of Grantee (Fiscal Sponsor) Officer — Date

Printed Name and Title: Halona Norton-Westbrook
Director and Chief Executive Officer

CERTIFICATE OF THE BOARD OF DIRECTORS NO OBLIGATIONS IN ARREARS

The undersigned of the Board ("Grantee") hereby certifies that the Grantee or any principal of the Grantee or sponsored organization (where the Grantee is a Fiscal Sponsor) is not in arrears on any financial or other obligation owed to the City & County of Honolulu, a municipal corporation of the State of Hawaii.

(Signature)

Michael Masajiro Watanabe

(Print name)

CERTIFICATE OF THE BOARD OF DIRECTORS AUTHORIZATION TO ASSIGN AUTHORITY

The undersigned of the Board ("Grantee") hereby certifies that Halona Norton-Westbrook (name), Director and CEO (title), has been authorized by the Board of Directors to sign proposals, contracts, and related documents on behalf of the Grantee. Accordingly, I hereby assign the authority by the Board to execute proposals, contracts, and contract amendments on behalf of the Grantee, and further certify that the assigned is given the power and authority to do all things necessary to implement, maintain, amend, or renew such contracts, including but not limited to the delegation of signing authority to another employee of the Grantee.

(Signature)

Michael Masajiro Watanabe

(Print name)

STATE OF HAWAII)
CITY AND COUNTY OF HONOLULU)

Michael Masajiro S.E.

On this 20 day of November, 2024, before me appeared ~~Mike~~ Watanabe, personally known to me, who, being by me duly sworn, did say that he/she is the Trustee of Honolulu Museum of Art and that the corporation has no corporate seal, and that said instrument was signed in behalf of said corporation by authority of its Board of Directors, and said he acknowledged said instrument to be the free act and deed of said corporation.

Notary Public, State of Hawaii

My Commission expires: December 31, 2026

SUMMER ENGCABO NOTARY PUBLIC 793 FIRST STATE OF HAWAII

L.S

Doc. Date: 11/20/2024 # Pages 20
Name: Summer Engcabo 1st Circuit
Doc. Description: Certificate of the Board of Directors No Obligations in Arrears and Certificate of the Board of Directors Authorization to Assign Authoirty

Signature Date 11/20/2024

NOTARY CERTIFICATION

SUMMER ENGCABO NOTARY PUBLIC 793 FIRST STATE OF HAWAII

L.S

SECTION II
GRANT ACTIVITY INFORMATION

A. Describe how the community need, stated problem/issue, and target population are effectively validated. The description must include how the public services' target population is vulnerable or how the arts, culture, community/economic development, or environmental activities will especially support low- to moderate-income areas.

1. Provide substantive data and other qualifying information to demonstrate how the problem/issue impacts the target population and is a community priority that needs to be addressed. *(5,000 character count limit)*

Community Sundays address core needs in Hawai'i by providing free, enriching cultural experiences that reduce financial barriers for low-income families, foster early exposure to art and culture for children, and promote social cohesion across generations and cultural backgrounds. As Hawai'i ranks as the most expensive state in the U.S., low- and moderate-income families often face restrictions on cultural participation. Community Sundays bridge this gap by offering accessible, high-quality art programming for over 10,000 Hawai'i residents annually, meeting an essential community priority of providing inclusive cultural engagement for all.

According to the National Endowment for the Arts (NEA), accessible cultural programs help reduce social disparities by providing equal opportunities for education, personal development, and cultural engagement, especially for economically disadvantaged families. Also, data from the NEA show that individuals who were exposed to arts education as children were approximately three to four times more likely to attend arts performances or visit museums as adults compared to those who did not receive arts education. Community Sundays align directly with these needs by providing free access to art and culture, promoting inclusivity and equitable access to enriching experiences. The sustained demand for Community Sundays highlights the program's impact as a critical cultural resource within underserved communities, validating its role in supporting well-being and quality of life.

A report by the American Academy of Arts & Sciences highlights that arts education enhances social and emotional development, school engagement, and civic participation. A study from the Houston Education Research Consortium found that expanding arts education in elementary and middle schools led to improvements in student's academic and emotional development. The American public overwhelmingly supports arts education, with 88 percent agreeing that the arts are an essential component of a well-rounded education. Yet despite this broad public support, a range of indicators document a persistent decline in access. The NEA Survey of Public Participation in the Arts (SPPA) found that after a steady trend of increased arts education in the twentieth century, access to arts education has been declining for the past three decades.

These findings underscore the importance of maintaining robust arts programs to foster student engagement and social-emotional growth. Community Sundays at HoMA address this educational gap by offering children immersive exposure to art and culture, which supports their cognitive, social, and emotional development. Programs like visual arts, music, dance, and storytelling foster creativity, cultural awareness, and academic growth - skills foundational for lifelong learning and civic engagement.

HoMA's survey data from October-December 2023 underscore the educational impact of Community Sundays, with 75% of families attending specifically for their children's art education, and 36% noting that the program helps children feel comfortable in a

museum setting. These responses indicate that Community Sundays are not only accessible but also essential in introducing children to museum environments and cultivating an early appreciation for the arts.

Hawai'i's unique multicultural composition, shaped by generations of Native Hawaiian, Asian, Pacific Islander, and other immigrant communities, makes it the most diverse state in the U.S., with 24% of residents identifying as multiracial. This diversity fosters a dynamic social landscape where intercultural understanding is essential. Programs like Community Sundays at HoMA play a vital role in promoting social cohesion by offering a platform for diverse cultural expressions, such as Native Hawaiian History Month, African American History Month, and Pride Month.
A study published in *Proceedings of the National Academy of Sciences* underscores the role of intergroup contact in building empathy and reducing biases, demonstrating that exposure to cultural diversity helps individuals find common ground, shifting perceptions from "us versus them" to a more inclusive "we" (Xuechunzi Bai, Susan T. Fiske, and Cydney H. Dupree, 2020).

Community Sundays effectively meet the need for accessible, culturally enriching experiences by addressing financial, educational, and social barriers. This program enhances the quality of life for low-income families, fosters cultural awareness in children, and strengthens social cohesion, making it a vital resource for Hawai'i's community.

B. Describe the proposed plan

1. Provide a description of the Grant Activity. This description will be used as the scope of services in the contract. Describe why you chose this Grant Activity and how it will effectively address the community's problem / need. *(3,000 character count limit)*

For 20 years, HoMA's Community Sundays have provided free, monthly arts and cultural programming aimed at making arts engagement accessible for Hawai'i residents. Held on the third Sunday of each month, Community Sundays focus on broad public engagement through docent-led tours, art scavenger hunts, and hands-on workshops celebrating diverse cultural themes relevant to Hawai'i.
This program meets community needs for accessible and inclusive arts experiences by reducing financial and social barriers to participation. Cultural activities can be cost-prohibitive and infrequent for many families, particularly in low- to moderate-income areas. Community Sundays create welcoming, reliable opportunities to engage with art and culture free of charge.
Event activities include:

1. Themed Art-Making Workshops: Led by teaching artists, these hands-on workshops are inspired by the monthly theme, offering participants a chance to learn new skills while connecting with Hawaiian and other local traditions through creative expression.

2. Educational Activities and Gallery Engagement: Docent-led gallery tours and art scavenger hunts introduce visitors to HoMA's collections, providing interactive ways to explore exhibitions. These activities promote art appreciation and lifelong learning and serve as an engaging, accessible resource for families across socio-economic backgrounds.

3. Film Screenings: Selected films complement the themes of the day's program or exhibition, providing a visual storytelling experience that enhances the cultural and educational impact for all attendees.

4. Community Performances: Live performances highlighting traditional and contemporary art forms from Hawai'i and other cultures represented in the community. Partnerships with community groups bring live music, dance, and cultural demonstrations that celebrate and reflect local heritage.

5. Storytime: An engaging activity where children and families gather to listen to stories that align with the program's cultural themes, connecting younger audiences to Hawaiian narratives and other multicultural perspectives.

6. Art Talks: Informal, guided discussions led by HoMA educators or guest speakers provide deeper insight into exhibitions, exhibition context, specific artworks, or artistic techniques.

Through consistent monthly scheduling, Community Sundays establish a reliable resource for residents, offering regular cultural engagement and supporting long-term connections between HoMA and the community.

2. Provide measurable outcomes, describe how outcomes are aligned with the purposes and priorities of the Grants in Aid Fund, and describe how outcomes directly benefit the target population. *(3,000 character count limit)*

Public Services should begin with a statement of the number of individuals that the Grant Activity will directly benefit during the Grant Term.

Arts, Culture, Community/Economic Development or Environment should begin with a statement as to how the Grant Activity supports the sustainable improvement in the well-being and quality of life of local communities, especially low to moderate income areas.

Community Sundays enhance Hawai'i's communities' quality of life and well-being, especially those in low- to moderate-income areas, by providing free access to arts and cultural experiences that promote education, social cohesion, and multigenerational engagement. HoMA addresses financial and social barriers to cultural access through these monthly events, making arts engagement possible for families who might otherwise lack such opportunities.

- Every third Sunday of the month HoMA will hold 12 free events annually, offering accessible, family-friendly arts activities that help remove financial barriers, allowing low- to moderate-income families to experience cultural programming.
- Collaborate with at least six Community Partners: HoMA will collaborate with local artists, cultural groups, and organizations to enrich programming, bringing diverse perspectives into workshops, storytelling, and performances.
- Foster Lifelong Arts Engagement and Build Community Connections: HoMA aims to reach over 10,000 Community Sundays attendees, using themed events to deepen connections with the museum's collections and broader arts resources.
- Support Multigenerational Learning and Engagement: Each event will feature activities for all ages, from art workshops to storytelling, encouraging intergenerational participation and supporting family bonds and lifelong learning.

3. Provide an action plan to achieve the stated measurable outcomes. If the Grant Activity involves a partnership, provide a description of each partner's role. Must include measurable milestones, specific events, or other performance measures appropriate to achieving the outcomes. *(3,000 character count limit)*

Because we have set dates and a consistent planning framework, each monthly event follows a reliable timeline, ensuring smooth and repeatable preparation for all Community Sundays. Here's the typical schedule:

- **Six Months Prior:** Confirm event theme and identify key elements for programming. Begin securing partnerships with artists and community organizations to align their participation with the event's theme.
- **Three Months Prior:** Finalize partnerships and coordinate with local artists, cultural groups, and performers. Begin promotional outreach through HoMA channels: website, newsletter, and social media to inform the public of the upcoming event.
- Two Weeks Prior: Confirm all logistical details, including setup needs for workshops, performances,
- One Week Prior: Conduct final check-ins with all partners,
- Day of Event: Implement programming as planned, including art-making workshops, performances, and educational activities. Collect attendance data, visitor demographics, and feedback to assess the success of each event.
- One Week Post-Event: Event debrief.

4. Provide a budget narrative that explains how the budget in Section III will achieve the desired outcomes. *(3,000 character count limit)*

Two significant challenges faced by institutions in delivering impactful community programs include ensuring adequate staff capacity and securing access to specialized professional services. HoMA has structured its proposed budget to address these challenges directly through a thoughtful allocation of funds to salaries of the staff directly involved in the implementation of the program, professional services, and necessary operational resources. The budget includes direct salaries and fringe benefits to support critical roles in planning and implementing community programs. These roles ensure that program objectives, such as accessibility, inclusivity, and cultural relevance, are achieved.

To enhance program quality, $18,000 has been allocated to professional and contractual services. This funding supports collaborations with artists, specialized teaching professionals, performers, and cultural practitioners. Additional funds of $6,000 were also allocated to cover travel for artists and performers from Neighbor Islands to participate in the events.

An additional $25,000 has been allocated to cover custodians, security officers, and supervisors working during events. This ensures the safety and well-being of visitors while maintaining a welcoming environment for all.

An allocation of $15,000 has been designated to cover art supplies, consumables for performances, and other materials essential to the program's activities. These funds ensure the availability of high-quality resources for art-making workshops, interactive demonstrations, and live performances, enabling meaningful engagement with HoMA's programming.

All expenditures will be carefully documented, with detailed cost verification through payroll registers, timesheets, and contract invoices. This ensures transparency and aligns with best practices in grant management.

5. Provide a timeline that is complete, realistic and appropriate to achieve the desired outcomes. This timeline should also be reflected in Section IV. *(3,000 character count limit)*
Event Schedule: Third Sundays from September 2025 to August 2026
Event Dates: Each third Sunday monthly, totaling 12 events.

- September 21, 2025
- October 19, 2025
- November 16, 2025
- December 21, 2025
- January 18, 2026
- February 15, 2026
- March 15, 2026
- April 19, 2026
- May 17, 2026
- June 21, 2026
- July 19, 2026
- August 16, 2026

C. Provide evidence of the agency's ability to perform the proposed grant activity through past performance, current capacity and/or plan to acquire the capacity to perform.

1. Provide data that demonstrates proven success in offering the same, similar, or related activities to achieve the proposed outcomes. *(3,000 character count limit)*
HoMA's longstanding experience in hosting community events demonstrates a proven ability to achieve the proposed outcomes. Over 20 years, Community Sundays have attracted more than 300,000 visitors, underscoring HoMA's role in providing cultural and educational experiences in Hawai'i. In FY24, these events continued to be highly attended, with an average monthly attendance of approximately 778 participants, illustrating consistent engagement and the museum's capacity to meet community demand.
Survey data from HoMA's Community Sundays (October 2023 - February 2024) highlight the program's effectiveness in providing accessible, culturally relevant experiences to families across O'ahu. With 76% of attendees citing free admission as essential and 54% recognizing its importance for their child's art education, Community Sundays clearly address financial barriers and educational needs. The program attracts a broad, diverse audience—64% of attendees are under 45, with significant representation from Metro Honolulu, East Honolulu, and 13% from West Oahu—demonstrating broad community impact. Additionally, 53% of attendees engage with other HoMA offerings, showing that Community Sundays serve as an access point to the museum's broader programs, supporting HoMA's goals of fostering lifelong arts engagement and community connection.
Collaborations with local cultural groups and artists have been central to HoMA's success. Partnerships enhance the cultural depth and relevance of events, allowing participants to connect with local traditions and learn about Hawaiian culture through art-making activities, storytelling, and performances.
During the COVID-19 pandemic, HoMA adapted its programming by offering virtual Community Sundays, providing online art activities, gallery tours, and storytelling sessions.

The museum created downloadable art resources, video tutorials, and virtual performances to maintain community access to the arts despite restrictions. This digital outreach extended HoMA's impact, allowing families who couldn't visit in person to engage with the museum. Since then, HoMA has experienced an 88% increase in attendance, from 54,572 visitors in 2019 to 102,732 in fiscal year 2024. Additionally, overall engagement has surged by 300% through art-making (Art School classes and in-museum activities), tours, educator resources, and interactive experiences such as exhibition interpretive stations and Community Sunday events.

2. Describe the applicant's capacity to successfully achieve the proposed outcomes.
OR
Provide a plan to acquire the capacity to successfully achieve the proposed outcomes (including how the applicant has acquired similar capacity in the past).

Responses should include organizational knowledge, staffing, fiscal resources, facilities and other resources, stakeholders and relationships, and other relevant resources. *(3,000 character count limit)*

HoMA is well equipped to deliver the proposed outcomes for Community Sundays, supported by a comprehensive organizational structure, dedicated staff, robust volunteer program, and extensive facilities. HoMA's commitment to accessibility and community engagement is evident across all levels of its operations, ensuring a strong foundation for impactful, sustainable programming.

HoMA is structured with 20 departments and a team of over 160 employees who bring extensive expertise across museum operations, education, curatorial practices, and community outreach. The Board of Trustees further strengthens HoMA's leadership, providing strategic oversight and guidance that aligns with the museum's mission to make art accessible and impactful for Hawai'i's diverse communities.

HoMA's volunteer program is comprised of over 90 dedicated individuals who serve as advocates, ambassadors, and educators within the museum. These volunteers contribute over 17,000 hours annually. Typically, a minimum of ten volunteers assist in essential roles to make Community Sundays possible. They support the museum by engaging with visitors, facilitating art activities, and conducting gallery tours.

Community Sundays are held at HoMA's historic Beretania Street campus, an inspiring setting that enriches visitors' experiences. This iconic, historic campus includes 28 galleries showcasing diverse collections, a theater, five courtyards, a gift shop, a library, a café, and a coffee shop. The campus's unique architectural and natural spaces create an inviting atmosphere where visitors can immerse themselves in art, engage with diverse exhibits, and enjoy various amenities that enhance their experience.

HoMA secures its operations, exhibitions, and public programming funding through a strategic mix of revenue sources: Endowment and Investment Income, Membership, Individual Contributions, Earned Revenue, Foundation Grants, Corporate Support, and State, City, and Federal Funding.

HoMA's partnerships with local schools and community groups amplify the impact of Community Sundays. Collaborations with the Department of Education and community centers, non-profits,help extend the museum's reach, attracting a broad audience from diverse cultural and socioeconomic backgrounds. Partnerships with local community groups and artists ensure that programming reflects Hawai'i's unique cultural heritage, strengthening HoMA's role as a trusted, community-centered institution.

D. Describe the applicant's sustainability and/or additional long-term benefit to the community

1. Provide a plan for sustaining and / or expanding activities beyond the applicable grant period. *(2,000 character count limit)*

HoMA is well-positioned to sustain and expand its Community Sundays program beyond the grant period, as community engagement lies at the heart of both the museum's Strategic Plan (2021-2026) and its Centennial Campaign priorities. The Strategic Plan emphasizes HoMA's role as a community-oriented institution dedicated to nurturing opportunities for meaningful engagement, inclusion, and cultural connection. Similarly, the Centennial Campaign, HoMA100, outlines goals to deepen HoMA's connection with Hawai'i's multicultural population and expand outreach efforts to ensure art remains accessible to all community members commitment to long-term community engagement assures that Community Sundays, as a key public program, will continue to benefit Hawai'i's residents and strengthen social cohesion through arts accessibility.

2. Describe the applicant's capacity and resources to carry out the above plan (staffing, funding, etc.) beyond the grant period. *(2,000 character count limit)*

HoMA's capacity to sustain and expand Community Sundays beyond the grant period is strengthened by dedicated staff, diverse funding sources, and a clear institutional commitment outlined in the museum's Strategic Plan (2021-2026) and its Centennial Campaign priorities. Both visions emphasize deepening community engagement and expanding accessible cultural programs. The Strategic Plan prioritizes serving the community by fostering inclusive, meaningful engagement that supports creativity, empathy, and cultural understanding. The Centennial Campaign, HoMA100, underscores a commitment to celebrating and strengthening connections with Hawai'i's diverse communities, ensuring that HoMA remains a welcoming and culturally resonant institution accessible to all. This vision includes expanding outreach and enriching public programs that connect with Hawai'i's unique population, aligning directly with the goals of Community Sundays .

HoMA's staffing is sustainably funded through the museum's core budget, which draws from diversified revenue sources, including endowment income, individual contributions, earned revenue, and foundation support, rather than relying on specific grants or project-based funding. This stable financial structure allows HoMA to support its entire range of programs and operations consistently, ensuring that key initiatives like Community Sundays, as well as other educational and community engagement efforts, are delivered reliably and sustainably, regardless of external funding sources.

E. No CITY funds or assistance.
The highest consideration will be given to applicants that do not receive other funding or any form of assistance from the CITY. While applicants that receive other funding or assistance from the CITY may apply for Grants in Aid funding, the extent of funding or assistance already received in relation to services provided must be considered prior to awarding Grants in Aid funds.

A percentage of the sub-total criteria points will be awarded to Grantees based on the criteria below and the information about past funding / assistance from the CITY that follows.

The applicant has received no award from the CITY within the last 3 years.	**10%**
The applicant has received 1-2 awards from the CITY within the last 3 years.	**7%**
The applicant has received 3-5 awards from the CITY within the last 3 years.	**5%**
The applicant has received between 6-9 awards from the CITY within the last 3 years.	**3%**
The applicant has received 10 or more awards from the CITY within the last 3 years.	**0%**

GRANTEE RECEIPT OF CITY GRANTS

Identify all CITY grants received by Grantee (or Fiscal Sponsor) in the last three (3) years. Information will be verified by the CITY.

1. Grant Activity Name & Contract # Art For Life Program, CT-DCS-2400030
   Grant Period:October , 2023-September 30,2024 Grant Amount: 126,945
   Grant Purpose: Art-making program led by professional artists to engage older adults in skill-based learning as well as intentionally promote social engagement.
   Grant Activity Status: ☐ Underway ☒ Completed ☐ Canceled
   Administrating Division: Department of Community Services
   City & County of Honolulu

2. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

3. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

4. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____

E. Age Friendly Honolulu (Complete only if applying for the bonus points)
Consideration is to be given to applicants that incorporate the vision and goals of the Age-Friendly Honolulu Program (as codified in ROH Chapter 2, Article 22), including but not limited to (1) enabling residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active; and (2) removing barriers to inclusion for and providing support services to vulnerable residents and/or have physical limitations.

If awarded bonus points for being an Age-Friendly Honolulu project, the Grantee will be subject to additional reporting requirements, including but not limited to name, age, and physical location of seniors being served by the project.

To be eligible for the bonus points as an Age-Friendly Honolulu project an organization must demonstrate the proposal aligns with Age-Friendly Honolulu's priorities by completing the following TWO steps:

1) Go the following website https://www.hiphi.org/age-friendly-honolulu/ to access an Age-Friendly Honolulu training video. The video should be watched by at least one (1) person from the non-profit organization in a leadership position (Executive Director, Administrator, or equivalent). This video will define an "age-friendly city" and explain what types of projects align with the Age-Friendly Honolulu Vision.
2) Complete the section below by selecting which Age-Friendly Honolulu category best fits the activities of your organization and providing a brief description of how your proposal is an Age-Friendly Honolulu project.

☒ Enabling Residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active, particularly at the oldest ages
☒ Providing Kupuna with meaningful roles in the community, including mentors, volunteers, or through intergenerational programming
☒ Removing barriers to support community inclusion and accessibility for persons of all abilities.

3) How is your proposal an Age-Friendly Honolulu Project and explain how your organization can meet the additional reporting requirements if awarded? *(2,000 character count limit)*

Community Sundays provide an enriching, inclusive space where residents of all ages connect through art, storytelling, and live performances. Designed to foster intergenerational communication and collaboration, these events bring together young and old in activities that inspire creativity and cultural appreciation.

A key feature of Community Sundays is the meaningful role played by HoMA's docents, many of whom are kupuna. Volunteering as a docent offers kupuna an opportunity to stay socially active and engaged while contributing to their community. By leading tours and sharing insights into art's historical and cultural significance, kupuna inspire curiosity and appreciation across generations, enriching the program's educational impact and fostering an art-connected community.

This role also provides personal fulfillment for kupuna, enabling them to engage with younger generations in a dynamic exchange of ideas and stories that build empathy and understanding. Additionally, Community Sundays emphasize accessibility, ensuring everyone—regardless of ability—can participate. The museum's wheelchair-accessible spaces, sensory-friendly activities, and inclusive programming create a welcoming environment for all.

By encouraging multigenerational participation and embracing the unique contributions of kupuna as mentors and volunteers, Community Sundays highlight the power of art to bring people together, strengthen community bonds, and foster a shared sense of belonging across Hawai'i's diverse population.

APPENDIX A: TIER II GRANT PROPOSAL (Grants $25,000 to $150,000)
SOLICITATION NO. RGP-DCS-GIA2026

Instructions: The proposal below must be completed in full. Responses must be provided in the fillable boxes provided. Where annotated, the fillable boxes have predetermined maximum limits on character counts. Letters, numbers, punctuation marks, and spaces are included in the character count limits.

SECTION I
SUMMARY

A. Grantee Legal Name:	Honpa Hongwanji Mission of Hawaii
B. Is Grantee a Fiscal Sponsor?	☐ Yes ☒ No
C. Grant Activity Name:	Project Dāna

D. Briefly describe the Grantee's background, history (including year established), and mission. *(400 character count limit)*

Honpa Hongwanji Mission of Hawaii, established in 1889, serves as the umbrella organization for Jodo Shinshu Buddhism in the islands. Rooted in spiritual and cultural support for Japanese immigrants, the Mission now fosters Buddhist teachings, learning, and community service through temples, schools, and charitable programs statewide.

E. Briefly describe the Grant Activity and public need being filled. *(400 character count limit)*

Project Dāna ("dāna" is Sanskrit for selfless giving) was established in 1989 as an interfaith effort to provide support services to kūpuna and their caregivers. With a volunteer corps of over 100, Project Dāna addresses the current and growing demand for services that support caregivers and assist kūpuna to age in place with dignity and respect.

F. Briefly summarize Grant Activity outcomes and measures of success, including number and description of those served. *(400 character count limit)*

Project Dāna will recruit and manage at least 60 volunteers and 7 nonprofits to provide support to at least 300 kūpuna and 84 caregivers. Volunteers will provide assistance including transportation, meal delivery, friendly visits, chores, and respite for caregivers. Staff will provide caregivers with individual and group counseling, and education on issues that impact kūpuna and caregivers.

G. Council District
Check all districts that will benefit from the Grant Activity. Provide the amount requested per district. Amounts must be in whole numbers only.

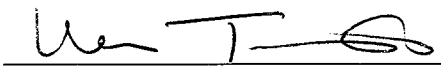
☒ District 1 $20,000	☒ District 2 $20,000	☒ District 3 $10,000
☒ District 4 $20,000	☒ District 5 $20,000	☒ District 6 $20,000

☒ District 7 $10,000	☒ District 8 $20,000	☒ District 9 $10,000
Total Amount Requested (must be $25,000 to $150,000)	$150,000	

H. Type of Grant Activity (pick ONE category that best reflects the Grant Activity):		
1. Public Services: Projects in this category will support qualified public services and programs for the target populations deemed by the CITY to be most vulnerable.		
☒ A. Public Service – Seniors	☐ B. Public Service - Children	☐ C. Public Service - Disabilities
☐ D. Public Service – Homeless	☐ E. Public Service – Domestic Violence	☐ F. Public Service – Substance Abuse
☐ G. Public Service – Mental Health	☐ H. Public Service – Other (describe):	
2. Arts, Culture, Community/Economic Development, and the Environment: Projects in this category will support the sustainable improvement in the well-being and quality of life of local communities, especially low- to moderate income areas.		
☐ A. Arts	☐ B. Culture	☐ C. Community Development
☐ D. Economic Development	☐ E. Environment	

GRANTEE'S CERTIFICATION AND SIGNATURE

The undersigned, subject to personal liability and penalty under applicable law, certifies that he or she: (i) is authorized to sign this Grant Proposal; (ii) personally prepared or reviewed the matters found in this Grant Proposal (including any related documents/attachments); (iii) asserts all statements made in this Grant Proposal (including all attachments) are true, accurate and complete; (iv) has the requisite skills and knowledge to assert the foregoing certification; and (v) has complied and shall continue to comply with all applicable requirements of Chapter 6, Article 29 of the Revised Ordinances of Honolulu 2021, as amended (Link), regarding private organizations receiving grants of public funds from the City and County of Honolulu.



Signature of Grantee (Fiscal Sponsor) Officer

11/22/2024

Date

Printed Name and Title:
Warren Tamamoto / President

CERTIFICATE OF THE BOARD OF DIRECTORS NO OBLIGATIONS IN ARREARS

The undersigned of the Board ("Grantee") hereby certifies that the Grantee or any principal of the Grantee or sponsored organization (where the Grantee is a Fiscal Sponsor) is not in arrears on any financial or other obligation owed to the City & County of Honolulu, a municipal corporation of the State of Hawaii.

(Signature)

Warren Tamamoto
(Print name)

CERTIFICATE OF THE BOARD OF DIRECTORS AUTHORIZATION TO ASSIGN AUTHORITY

The undersigned of the Board ("Grantee") hereby certifies that Toshiyuki Umitani / John Toguchi (name), B. Shop / Treasurer (title), has been authorized by the Board of Directors to sign proposals, contracts, and related documents on behalf of the Grantee. Accordingly, I hereby assign the authority by the Board to execute proposals, contracts, and contract amendments on behalf of the Grantee, and further certify that the assigned is given the power and authority to do all things necessary to implement, maintain, amend, or renew such contracts, including but not limited to the delegation of signing authority to another employee of the Grantee.

(Signature)

Warren Tamamoto
(Print name)

STATE OF HAWAII)
CITY AND COUNTY OF HONOLULU)

On this 22nd day of November, 2024, before me appeared Warren Tamamoto, personally known to me, who, being by me duly sworn, did say that he/she is the President of Honpa Hongwanji Mission of Hawaii and that the corporation has no corporate seal, and that said instrument was signed in behalf of said corporation by authority of its Board of Directors, and said _____ acknowledged said instrument to be the free act and deed of said corporation.

Notary Public, State of Hawaii Derrick K Inouye

My Commission expires: 11/15/2027

DERRICK K. INOUYE NOTARY 15-392 PUBLIC STATE OF HAWAII

Doc. Date: 11/22/24 # Pages 23
Name: Tier II Grant Proposal 1st Circuit
Doc. Description:
Appendix A: Tier II Grant Proposal
Grants $25,000 to $150,000
Signature _____ Date 11/22/24
NOTARY CERTIFICATION

SECTION II
GRANT ACTIVITY INFORMATION

A. Describe how the community need, stated problem/issue, and target population are effectively validated. The description must include how the public services' target population is vulnerable or how the arts, culture, community/economic development, or environmental activities will especially support low- to moderate-income areas.

1. Provide substantive data and other qualifying information to demonstrate how the problem/issue impacts the target population and is a community priority that needs to be addressed. *(5,000 character count limit)*

Target Population. Currently 18.6% of the population in Hawai'i is age 65 or older, and this population is projected to be 24% by 2040.[1] By 2045, within the population of kūpuna: 38.4% will be "young-old" (age 65-74); 34.2% will be "middle-old" (age 75-84); and 27.4% will be the "oldest-old" (age 85+).[2] In the past decade, the population of oldest-old kūpuna has grown 155%, significantly higher than the 103% growth rate among the population under 60. Almost 71% of oldest-old kūpuna are living with a disability[3].

Community Need. The disproportionate number of residents joining the senior population has created a persistently increasing demand for support services to assist them to age in place. This is compounded by several intersecting trends: the state has the highest average life expectancy in the U.S., at 80.7 years [4]; the exodus of lower and middle income residents and young adults relocating to more affordable areas of the country; and the availability of services that support kūpuna as they age.

While some kūpuna and their families that can afford the cost turn to adult residential homes, assisted living facilities, or skilled nursing facilities, the combined capacity of these 430 organizations on Oahu is 6,211, less than 4% of kūpuna in the county.[5]

Aging at home is the most economical option for kūpuna, and often their preference. However, the state is dealing with a severe shortage of home care aids [6], and the cost of in-home support, including chore services, transportation, caregiver respite, and health monitoring are only available to families able to pay out of pocket. Limited Medicaid benefits for seniors is covered for certain conditions and for those living in poverty.

For the overwhelming majority of vulnerable kūpuna, the burden of care falls to their families. Today one in six adults in Hawai'i is a caregiver to a senior in their home, a rate that is projected to double in two years.[2] This includes an estimated 60,000 adults caring for 31,000 persons aged 65 and older that are living with Alzheimer's Disease.[3] In a survey of caregivers, more than half cite the emotional stress of caregiving and the toll it takes on their own mental health.[7] The need to support caregivers is a critical piece in strengthening the safety net for kūpuna as they age.

Unfortunately, not all kūpuna have the benefit of family. In Honolulu County, almost one in five kūpuna aged 65 and older live alone, and this rate increases to 25% among the oldest-old. Older adults who live alone have a greater need for support as the physical and emotion impacts of social isolation are significant. [5]

Citations:

[1] "Profile of Aging, Population in Honolulu County", University of Hawai'i at Manoa, Center on Aging, March 13, 2023. https://manoa.hawaii.edu/aging/
https://storymaps.arcgis.com/stories/d9a36dfc0f5b4057967585db3cd31edf

[2] 2023–2027 Hawai‘i State Plan on Aging, Department of Health, Executive Office on Aging, May 1, 2023.
[3] Alzheimer's Association. State Overview: Hawai‘i, https://www.alz.org/professionals/public-health/state-overview/hawaii
[4] Arias E, et al. U.S. state life tables, 2020. National Vital Statistics Reports; vol 71 no 2. Hyattsville, MD: National Center for Health Statistics. 2022. DOI:
[5] “The Elderly Population in Hawai‘i: Current Living Circumstances and Housing Options”, Hawai‘i Department of Business, Economic Development and Tourism, Research and Economic Analysis Division, December 2021.
[6] Center on Aging helps address Hawai‘i’s direct care worker shortage, University of Hawai‘i at Manoa, https://www.hawaii.edu/news/2024/06/07/direct-care-worker-shortage-plan/
[7] Van Dyk, D., “Caregiver Burnout: Tips to Prevent and Manage Stress”, AARP, https://www.aarp.org/caregiving/life-balance/info-2019/caregiver-stress-burnout.html

B. Describe the proposed plan

1. Provide a description of the Grant Activity. This description will be used as the scope of services in the contract. Describe why you chose this Grant Activity and how it will effectively address the community’s problem / need. *(3,000 character count limit)*

Project Dāna responds to the critical and growing need for support services among kūpuna and caregivers in Honolulu County. With a small professional staff, Project Dāna facilitates a volunteer corp of over 60 to support to kūpuna and caregivers across Oahu.

Established in 1989 as an interfaith project of Moiliili Hongwanji Mission, part of Honpa Hongwanji Mission of Hawaii, over the years Project Dāna has cultivated an island-wide network of volunteers. Religious affiliation is not required of volunteers, kūpuna, or caregivers. The work of volunteers is driven only by their compassion and desire to support the kūpuna and caregivers in their neighborhoods.

Kupuna Services. Volunteer activities for kūpuna include:

- Transportation and assistance is the greatest need among kūpuna served by PD. This includes not only driving kūpuna to a destination, but also assisting them for the duration of the excursion. Volunteers assist kūpuna at birthday parties, funerals/celebrations of life, shopping, medical appointments, community events, and errands.
- Social visits made in-person or by phone call or text are the second most frequent volunteer activity. Approximately 10% of kūpuna served by Project Dana live alone, and many others are alone all day when their caregiver is at work.
- Meal delivery and meal preparation is the second most in demand service provided by volunteers.
- Other activities include providing respite for caregivers, light housekeeping, personal assistance, care after surgery, or writing notecards or emails.

Caring for the Caregiver (C4C). The C4C program us in its 22nd year of operation, and provides a range of services, including:

- Counseling is provided to assist caregivers to address their specific needs and challenges. Some caregivers request to meet regularly, while others request counseling to discuss a specific concern. Self-care is an issue for all caregivers.
- Training sessions are provided to caregivers throughout the year. Group training involves inviting experts to address issues relevant to caregivers and teach skills to

use in resolving these issues. Past training topics included “Body Mechanics and Caregiver Injury Prevention,” CPR, “How to Communicate with your Family Member," “Taking and Monitoring Vitals,” and “Assisting Your Loved Ones with Activities of Daily Living.” The REACH Community training program is offered one-on-one to caregivers providing care to an older adult diagnosed with dementia or who are showing signs of memory loss and other cognitive impairment.

- Public education sessions, which are open to the public, are held twice a month and are offered to caregivers and potential caregivers. Project Dāna engages experts to present on a variety of relevant community services and resources, including such issues as dementia/memory loss, Medicare coverage of ambulance services and durable medical equipment, advance care planning, disability rights, home care v. home health care, adult day care, and hospice care v. palliative care.
- Support groups meet in-person, by Zoom, and on occasion will organize community excursions. Support group meetings are an opportunity for caregivers to connect with peers that have common concerns.

2. Provide measurable outcomes, describe how outcomes are aligned with the purposes and priorities of the Grants in Aid Fund, and describe how outcomes directly benefit the target population. *(3,000 character count limit)*

Public Services should begin with a statement of the number of individuals that the Grant Activity will directly benefit during the Grant Term.

Arts, Culture, Community/Economic Development or Environment should begin with a statement as to how the Grant Activity supports the sustainable improvement in the well-being and quality of life of local communities, especially low to moderate income areas.

Measurable Outcomes. Project Dāna will seek to serve 300 kūpuna and 84 caregivers through an array of services that are designed to ease the burden of caregiving and address the daily needs of kūpuna. This project will include the following deliverables:

1) **300 Kūpuna** aging in their homes will be served in the project year.

2) **60 Volunteers** provide support to kūpuna.

3) **960 Kūpuna service encounters** will be provided by volunteers. Service encounters will include a range of activities in the home and community. In home activities include meal preparation, chore services, assistance with letters or emails, and caregiver respite. Services in the community include transportation and assistance at the destination, including medical appointments, shopping, birthday parties, funerals, and other activities that keep them engaged in the world around them.

4) **84 Caregivers** will be served. Service to caregivers may include individual counseling, participation in support group meetings, or attendance at educational presentations and trainings.

5) **24 Caregiver support group sessions** will be held throughout the year.

6) **120 Caregiver individual counseling sessions**. Sessions are provided on demand and at the frequency requested by the caregiver.

7) **24 Caregiver educational presentations** will be organized and provided on a range of relevant topics. Many of the topics covered are requested by caregivers.

8) **120 hours of caregiver training** by group and the REACH Community training program.

Honolulu County GIA Priorities. Project Dāna serves the Honolulu GIA priority population of kūpuna, and activities are aligned with all three categories of Age Friendly Honolulu. See section F for more details.

3. Provide an action plan to achieve the stated measurable outcomes. If the Grant Activity involves a partnership, provide a description of each partner's role. Must include measurable milestones, specific events, or other performance measures appropriate to achieving the outcomes. *(3,000 character count limit)*

Volunteer Recruitment

- **Outreach**: Advertise volunteer opportunities through community partnerships (schools, churches, senior centers) in newsletters, presentations, events.
- **Social Media**: Advertise through social media and website.
- **Word-of-Mouth**: Encourage current volunteers and participants to recommend others.
- **Milestones**: Track inquiries, applications, and individuals onboarded.

Volunteer Background Checks

- **Process**: All prospective volunteers complete a background check to ensure safety and compliance with program guidelines.
- **Partners**: Work with a background check provider.
- **Milestones**: All background checks cleared within 2 weeks of application.

Volunteer Training

- **Training Modules**: In-person and online training that covers confidentiality, boundaries, safety, and role-specific responsibilities (e.g., transportation, friendly visits).
- **Ongoing Education**: Host quarterly refresher sessions, create sessions for emerging issues.
- **Milestones**: Volunteers complete training before assignments; track participation in ongoing sessions.

Identifying Seniors and Caregivers

- **Outreach**: Partner with community organizations, healthcare providers, and social workers to identify kūpuna and caregivers in need.
- **Public Awareness**: Promote services through media, events, and the Project Dāna network.
- **Milestones**: Monthly tracking of new participants and outreach activities.

Matching

- **Criteria-Based**: Utilize Mon Ami software to pair volunteers with kūpuna based on location, skills, preferences, needs.
- **Milestones**: Match 95% of requests within one week of intake.

Requesting Services

- **Service Requests**: Kūpuna or caregivers call or email to request services. Intake coordinator processes requests.

- **Milestones**: Record requests and fulfill 90% within the requested timeframe.

C4C

- **Registration**: Register caregivers in Mon Ami.
- **Presentations, trainings**: Organize expert-led public presentations and trainings.
- **Support Groups**: Facilitate support groups to provide caregivers with peer support and shared learning.
- **Counselor Matching**: Match caregivers with volunteer counselors. Counseling offered in-person, by phone, or via Zoom.
- **Outreach**: Promote public presentations and trainings to the Project Dāna network and public.
- **Service Utilization**: Record caregiver participation and service utilization in Mon Ami.
- **Milestones**: Register caregivers in Mon Ami within a week of intake; facilitate at least two presentations or trainings and one support group per month.

Recordkeeping, Reporting

- **Registration**: Register kūpuna, caregivers, and volunteers in Mon Ami.
- **Tracking**: Use Mon Ami to log volunteer hours, service types, and feedback from both volunteers and kūpuna. Conduct semi-yearly surveys to identify continuing recipients and volunteers.
- **Data Analytics**: Generate monthly reports on service metrics, program reach, and participant satisfaction.
- **Milestones**: 100% of activities are logged and reports are reviewed quarterly. Submit reports to funders and stakeholders on schedule.

4. Provide a budget narrative that explains how the budget in Section III will achieve the desired outcomes. (*3,000 character count limit)*

Expenses

Direct Service Staff:
$33,000 Caring for the Caregiver Coordinator (.50 FTE)
$25,000 Intake Coordinator (.50 FTE)
$25,000 Outreach Coordinator (.50 FTE)
$25,356 Taxes and benefits

Administrative Staff:
$20,000 Executive Director (.25 FTE)
$4,763 Taxes and benefits

Contracts:
$9,381 Software system Mon Ami

I**ndirect**:
$7,500 Indirect fee

TOTAL grant amount:
$150,000

Budget narrative

Personnel: The Executive Director (.25 FTE) will oversee this project. The Executive Director is an administrative position and is included at less than 25% of the total grant amount.

The Caring for the Caregiver Coordinator (.50 FTE), Intake Coordinator (.50 FTE) and Outreach Coordinator (.50 FTE) are all direct service positions, and these staff members will enable Project Dāna to reach the proposed outcomes and increase the level of services by recruiting more volunteers, kūpuna, and caregivers throughout Honolulu County.

Contract: The Mon Ami software program ($22,500 total annual contract fee) is used directly by volunteers to sign up, access requests, and enter activities provided for kupuna and caregivers. Staff utilize Mon Ami at intake and to track all services provided to kupuna and caregivers. Mon Ami serves as a central online "filing cabinet" for all program activities, and provides Project Dāna with an efficient system for recordkeeping, and reporting. The software was designed specifically for programs like Project Dāna, and includes features such as volunteer and senior matching based on criteria set by Project Dāna staff.

Indirect: $7,500 indirect expense is included, and is 5% of the grant amount.

Revenues

Private foundation sources: Joseph and Vera Long Foundation ($15,000); Hawai'i Community Foundation, Kupuna Aging in Place ($70,000); Aloha United Way/Kahala Nui ($50,000), Seto Foundation ($5,000)

Government sources: Project Dāna has a contract for services to older adults that is on a reimbursable basis. (estimated at $60,000 annually).

Private donors: We have robust donor list of approximately 700 individuals who have donated at least once over the past 5 years.

Pending funds: A proposal to the McInerny Foundation was submitted in September 2024 ($50,000). Project Dāna intends to submit applications to Bank of Hawai'i Foundation, the Atherton Family Foundation, State Legislature Grants in Aid, and many others.

5. Provide a timeline that is complete, realistic and appropriate to achieve the desired outcomes. This timeline should also be reflected in Section IV. *(3,000 character count limit)*

Volunteer recruitment occurs throughout the year, with significant peaks during events such as community resource fairs, senior fairs, volunteer fairs, and other local gatherings.

Volunteer intake begins when an individual expresses interest in becoming a volunteer. Their information is collected, and they are required to initiate the intake process by creating a profile in Mon Ami. This process is followed by training, after which they become eligible to begin accepting available opportunities.

Kūpuna and caregiver recruitment is ongoing, with heightened activity during events such as resource fairs, senior fairs, and local gatherings. These events provide opportunities for individuals to become acquainted with the services offered by Project Dana. Services are also listed online and on other online resource databases such as Aloha United Way.

Kūpuna and caregiver intake is initiated when an individual calls Project Dāna. The intake coordinator will determine if our services will suit the needs of the recipient. Information is gathered and the recipient is inputted into the Mon Ami database and will be able to request services once assessment is completed.

Volunteers Serve Kūpuna throughout the year. These services have been ongoing since the inception of Project Dāna.

C4C activities occur at this frequency:

- Presentations and trainings are provided at least twice each month.
- Support Groups 24 times annually. Meetings are scheduled monthly every 3rd Wednesday and 4th Monday. The 3rd Wednesday meeting is offered in person at Honpa Hongwanji Hawaii Betsuin, as well as through Zoom. The 4th Monday meeting is offered through Zoom only.
- Counseling is provided as requested by individual caregivers.
- Milestones: Register caregivers in Mon Ami within a week of intake; facilitate at least two presentations or trainings and one support group per month.

Partner recruitment occurs through outreach to different Community-Based Organizations (CBOs), churches, senior centers, and senior groups within the areas where the target population is large. The partnership is created through conversation on finding interested volunteers and recipients who are in need who are known from those communities and organizations. The process of intaking volunteers and recipients will follow after the partnership is created.

C. Provide evidence of the agency's ability to perform the proposed grant activity through past performance, current capacity and/or plan to acquire the capacity to perform.

1. Provide data that demonstrates proven success in offering the same, similar, or related activities to achieve the proposed outcomes. *(3,000 character count limit)*

Kupuna Services. In 2023, Project Dana volunteers provided over 630 individual service encounters for 300 kūpuna so that they could age in place, including these activities:

- 329 (58%) transportation and assistance at the destination. These activities ensure that kūpuna remain engaged in community as well as excursions that support their healthy physical aging, including medical appointments, trips to the pharmacy, or to a vaccine clinic.
- 124 (22%) social visits made in-person or by phone call or text. These activities are appreciated and important for those kūpuna that live alone or are alone all day when their caregiver is at work.
- 77 (14%) meal delivery and/or meal preparation.
- The other activities included providing respite for caregivers, light housekeeping, personal assistance, care after surgery, or writing notecards or emails.

C4C. In 2023, Project Dāna served 86 caregivers. All of the caregivers served were caring for family members, including 60% that are spouses, and the remaining that are parents, siblings, and other relatives. Almost 75% of caregivers live with their kūpuna, and approximately 72% of the kūpuna have experienced cognitive decline. C4C services included:

- 25 caregivers received individual counseling in a total of 140.75 hours. These

sessions enable caregivers to receive individualized support for issues directly relevant to their situation at home.
- 38 caregivers were provided training in 122 hours of service.
- 25 public presentations were attended by 178 caregivers and 262 potential caregivers. 27 support group meetings were held to benefit 86 caregivers.

2. Describe the applicant's capacity to successfully achieve the proposed outcomes.
OR
Provide a plan to acquire the capacity to successfully achieve the proposed outcomes (including how the applicant has acquired similar capacity in the past).

Responses should include organizational knowledge, staffing, fiscal resources, facilities and other resources, stakeholders and relationships, and other relevant resources. *(3,000 character count limit)*

Staff. Since 1989, Project Dāna has served kūpuna and caregivers with a small professional staff, which includes the Executive Director, Data and Evaluation Manager, C4C Program Coordinator, and part-time C4C Assistant Program Coordinator. Funding from this proposal will increase the Project's human resource capacity necessary to achieve the proposed outcomes by adding full-time Intake Coordinator and full-time Outreach Coordinator.

Facilities. Project Dāna is housed within Moiliili Hongwanji Mission at 902 University Avenue, Honolulu, HI 96826. The office is equipped with internet connected laptops. Project Dana holds a pro Zoom plan to host virtual meetings of up to 100 participants. The office is also equipped with a business printer that includes copier and scanner. Staff is equipped with cellphones, mobile hotspots, and portable laptops.

Recordkeeping. Mon Ami will be used for logging and storing kūpuna, caregiver, and volunteer information, as well as service data, analysis, and reporting. The platform is also utilized to pair volunteers with kūpuna based on location, skills, preferences, and needs. Mon Ami is HIPAA compliant, cloud based, and will eliminate the need for paper forms and surveys, or spreadsheets that require manual entry of data.

Volunteers. Significant in-kind donations of time and effort are made by our partnering organizations and corp of volunteers that generously donate their time and effort. A conservative estimate of the value of the volunteer contribution to Project Dāna in 2023 is $137,882. This calculation includes the 634 service encounters that took approximately 1,942 volunteer hours, valued at $35.50/hour.[8]

Fiscal. Project Dāna contracts a non-profit finance consultant to maintain its accounting and fiscal management system, including: tracking/maintaining grant income & expenses; cost allocation for organizational expenses; assist with historical grant/financial inquiries; accounts payable/receivable; monthly grant invoicing/reporting; general ledger review and journal entries; bank reconciliations; cash flow management; organizational budgeting (includes budget vs. actual reports); preparation and review of financial statements (for management, board and Treasurer); and external reporting and filing of financial reports to grant funding sources. The finance consultant is overseen by the Project Dāna Executive Director, with oversight from the Treasurer of the Project Dāna Advisory Council.

Partners. Project Dana partners with various churches and temples to host public presentations, training, and other events at zero to low cost. Partnerships with other non-profit organizations and community-based organizations provide the benefit of promoting volunteer

opportunities and services. The Project collaborates with experts and speakers who offer their services honorably at a low cost.

Citation. [8] Value of Volunteer Time, Independent Sector. https://independentsector.org/resource/value-of-volunteer-time/

D. Describe the applicant's sustainability and/or additional long-term benefit to the community

1. Provide a plan for sustaining and / or expanding activities beyond the applicable grant period. *(2,000 character count limit)*

Project Dāna is committed to serving kūpuna and their caregivers. For over 35 years, with private donations and limited grant funding, the program has expanded its reach across the state with a dedicated and growing corp of volunteers and partnerships.

To address the current and growing demand among kūpuna aging in their homes and the caregivers that support them, we are in the process of implementing measures that will improve the ease and efficiency of operations in order to expand our capacity to recruit more volunteers and serve more kūpuna and caregivers in need. We are currently assessing our operations across all sectors and have submitted grant proposals to support these activities:

- Purchase and install Mon Ami software to manage and track intake, volunteer matching, service activities, kūpuna and caregiver demographics, satisfaction surveys, and reporting.
- Rebranding and marketing with a new design, website, and collateral materials to raise awareness of Project Dana services and how to access them, for caregivers, kūpuna, and potential volunteers.
- Hire new staff to improve operations and increase capacity. An intake coordinator will be hired to take the burden off of our partners, many that don't have the resources to conduct intake, collect data and submit forms. If funding permits, an outreach coordinator will also be hired. Since inception, Project Dana has relied on word of mouth through our partner organizations. We believe more can be achieved by raising awareness of our mission and work with a dedicated outreach coordinator.

2. Describe the applicant's capacity and resources to carry out the above plan (staffing, funding, etc.) beyond the grant period. *(2,000 character count limit)*

Project Dāna has demonstrated its long-term capacity and resilience over 35 years of continuous operation. Its sustainability is supported by a combination of dedicated staff, robust volunteer engagement, and efficient fiscal management.

Staffing: The program employs a small but highly effective team of professionals, including an Executive Director, Program Manager, and specialized roles such as an Intake Coordinator and Outreach Coordinator. Each staff member is trained to oversee program logistics, volunteer management, and service delivery efficiently. Additionally, the C4C Program Coordinator ensures focused support for caregivers.

Volunteers: Project Dāna benefits from a committed corps of over 60 volunteers in Honolulu County, providing approximately 1,900 service hours annually. Volunteers are recruited and

retained through targeted outreach and training programs, ensuring a consistent pool of dedicated individuals to support kūpuna and caregivers.

Fiscal management: Financial oversight is handled by a contracted nonprofit finance consultant, ensuring rigorous management of grants, budgets, and reporting. Project Dāna has successfully secured private donations and grant funding over the years, demonstrating a reliable ability to manage and diversify revenue streams.

Technology and partnerships: The program has implemented the Mon Ami platform to optimize volunteer matching, data tracking, and service reporting. Partnerships with local organizations, temples, and healthcare providers further amplify its reach and impact.

Plan for sustainability: To ensure continued operations, Project Dāna is actively expanding its donor base, diversifying and increasing the number of funding sources, and improving operational efficiency. Future plans include hiring additional staff, enhancing marketing efforts, and leveraging technology for better service delivery.

This multi-pronged approach ensures that Project Dāna can sustain and expand its services to meet the growing needs of kūpuna and caregivers across Oʻahu.

E. No CITY funds or assistance.
The highest consideration will be given to applicants that do not receive other funding or any form of assistance from the CITY. While applicants that receive other funding or assistance from the CITY may apply for Grants in Aid funding, the extent of funding or assistance already received in relation to services provided must be considered prior to awarding Grants in Aid funds.

A percentage of the sub-total criteria points will be awarded to Grantees based on the criteria below and the information about past funding / assistance from the CITY that follows.

The applicant has received no award from the CITY within the last 3 years.	**10%**
The applicant has received 1-2 awards from the CITY within the last 3 years.	**7%**
The applicant has received 3-5 awards from the CITY within the last 3 years.	**5%**
The applicant has received between 6-9 awards from the CITY within the last 3 years.	**3%**
The applicant has received 10 or more awards from the CITY within the last 3 years.	**0%**

GRANTEE RECEIPT OF CITY GRANTS

Identify all CITY grants received by Grantee (or Fiscal Sponsor) in the last three (3) years. Information will be verified by the CITY.

1. Grant Activity Name & Contract #: Services for Older Adults – MA-DCS-2300052
   Grant Period: Nov '22-Sept '24 Grant Amount: Reimbursable upon delivery
   Grant Purpose: Caregiver counseling, training, support groups, and pub. presentation
   Grant Activity Status: ☐ Underway ☒ Completed ☐ Canceled
   Administrating Division: Elderly Affairs Division

2. Grant Activity Name & Contract #: Services for Older Adults – MA-DCS-2500038
   Grant Period: Nov '24-Sept '26 Grant Amount: Reimbursable upon delivery
   Grant Purpose: Caregiver counseling, training, support groups, and pub. presentation
   Grant Activity Status: ☒ Underway ☐ Completed ☐ Canceled
   Administrating Division: Elderly Affairs Division

3. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

4. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled

E. Age Friendly Honolulu (Complete only if applying for the bonus points)
Consideration is to be given to applicants that incorporate the vision and goals of the Age-Friendly Honolulu Program (as codified in ROH Chapter 2, Article 22), including but not limited to (1) enabling residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active; and (2) removing barriers to inclusion for and providing support services to vulnerable residents and/or have physical limitations.

If awarded bonus points for being an Age-Friendly Honolulu project, the Grantee will be subject to additional reporting requirements, including but not limited to name, age, and physical location of seniors being served by the project.

To be eligible for the bonus points as an Age-Friendly Honolulu project an organization must demonstrate the proposal aligns with Age-Friendly Honolulu's priorities by completing the following TWO steps:

1) Go the following website https://www.hiphi.org/age-friendly-honolulu/ to access an Age-Friendly Honolulu training video. The video should be watched by at least one (1) person from the non-profit organization in a leadership position (Executive Director, Administrator, or equivalent). This video will define an "age-friendly city" and explain what types of projects align with the Age-Friendly Honolulu Vision.

2) Complete the section below by selecting which Age-Friendly Honolulu category best fits the activities of your organization and providing a brief description of how your proposal is an Age-Friendly Honolulu project.

☒ Enabling Residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active, particularly at the oldest ages

☐ Providing Kupuna with meaningful roles in the community, including mentors, volunteers, or through intergenerational programming

☐ Removing barriers to support community inclusion and accessibility for persons of all abilities.

3) How is your proposal an Age-Friendly Honolulu Project and explain how your organization can meet the additional reporting requirements if awarded? *(2,000 character count limit)*

Project Dāna addresses all three categories of Age-Friendly Honolulu:

1) **Socially engaged, healthy, and active**. Volunteers enable kūpuna to participate in community activities of their choice by providing transportation and assistance at the destination. Without this service, home-bound kūpuna would be unable to attend healthcare appointments, go to parties with friends, shop for groceries or other necessities, or get a haircut. These activities keep kūpuna socially engaged, healthy, and active.

2) **Intergenerational**. Volunteers range in age from 31 to 86, with the average age of 66. Volunteering among retired kūpuna provides them with meaningful roles in the community, helping the most vulnerable kūpuna in their neighborhood.

3) **Removing barriers**. Volunteers remove transportation and other accessibility barriers that prevent home-bound kūpuna from participating in the community. Transportation and assistance at the destination is the most requested service of kūpuna.

APPENDIX A: TIER II GRANT PROPOSAL (Grants $25,000 to $150,000)
SOLICITATION NO. RGP-DCS-GIA2026

Instructions: The proposal below must be completed in full. Responses must be provided in the fillable boxes provided. Where annotated, the fillable boxes have predetermined maximum limits on character counts. Letters, numbers, punctuation marks, and spaces are included in the character count limits.

SECTION I
SUMMARY

A. Grantee Legal Name:	Ho'ōla Nā Pua
B. Is Grantee a Fiscal Sponsor?	☐ Yes ☒ No
C. Grant Activity Name:	Pathways to Resilience

D. Briefly describe the Grantee's background, history (including year established), and mission. *(400 character count limit)*

Ho'ōla Nā Pua (HNP), meaning "New Life for Our Children," was founded in 2013 to shine light on the dark criminal enterprise of sex trafficking, placing the health of Hawaii's youth at the center of our mission and vision for the communities we serve. Our mission is the prevention of sex trafficking and providing care for children who have been exploited.

E. Briefly describe the Grant Activity and public need being filled. *(400 character count limit)*

Oahu is facing a perfect storm, as the aftermath of the pandemic and devastating fires have left more children dangerously vulnerable to traffickers and sexual predators. Over 12 months, HNP will provide prevention education, trauma-responsive resilience groups, mentoring and Pearl Haven residential treatment to move at-risk and sexually exploited children along pathways to hope and healing.

F. Briefly summarize Grant Activity outcomes and measures of success, including number and description of those served. *(400 character count limit)*

HNP will provide a continuum of care for at-risk and sexually exploited children by first equipping 3,500 keiki to kupuna through Prevention Education and Awareness. An additional 2,000 duplicated at-risk and/or exploited youth under 18 will be empowered through Trauma-Responsive Groups and/or 1-to-1 Mentoring, with Pearl Haven youth aged 11-17 receiving 1,500 sessions of experiential programming.

G. Council District
Check all districts that will benefit from the Grant Activity. Provide the amount requested per district. Amounts must be in whole numbers only.

☒ District 1 $22,500	☒ District 2 $37,500	☒ District 3 $11,250
☒ District 4 $11,250	☒ District 5 $11,250	☒ District 6 $11,250
☒ District 7 $11,250	☒ District 8 $11,250	☒ District 9 $22,500
Total Amount Requested (must be $25,000 to $150,000)	$150,000	

H. Type of Grant Activity (pick ONE category that best reflects the Grant Activity):		
1. Public Services: Projects in this category will support qualified public services and programs for the target populations deemed by the CITY to be most vulnerable.		
☐ A. Public Service – Seniors	☐ B. Public Service - Children	☐ C. Public Service - Disabilities
☐ D. Public Service – Homeless	☐ E. Public Service – Domestic Violence	☐ F. Public Service – Substance Abuse
☐ G. Public Service – Mental Health	☒ H. Public Service – Other (describe): Sexual Exploitation and Trafficking	
2. Arts, Culture, Community/Economic Development, and the Environment: Projects in this category will support the sustainable improvement in the well-being and quality of life of local communities, especially low- to moderate income areas.		
☐ A. Arts	☐ B. Culture	☐ C. Community Development
☐ D. Economic Development	☐ E. Environment	

GRANTEE'S CERTIFICATION AND SIGNATURE

The undersigned, subject to personal liability and penalty under applicable law, certifies that he or she: (i) is authorized to sign this Grant Proposal; (ii) personally prepared or reviewed the matters found in this Grant Proposal (including any related documents/attachments); (iii) asserts all statements made in this Grant Proposal (including all attachments) are true, accurate and complete; (iv) has the requisite skills and knowledge to assert the foregoing certification; and (v) has complied and shall continue to comply with all applicable requirements of Chapter 6, Article 29 of the Revised Ordinances of Honolulu 2021, as amended (Link), regarding private organizations receiving grants of public funds from the City and County of Honolulu.

Signature of Grantee (Fiscal Sponsor) Officer
Printed Name and Title: Kent Anderson, Director of Business Operations

11/19/24
Date

November 01, 2024

CERTIFICATE OF THE BOARD OF DIRECTORS NO OBLIGATIONS IN ARREARS

The undersigned of the Board ("Grantee") hereby certifies that the Grantee or any principal of the Grantee or sponsored organization (where the Grantee is a Fiscal Sponsor) is not in arrears on any financial or other obligation owed to the City & County of Honolulu, a municipal corporation of the State of Hawaii.

Julie Hong
(Signature)

Julie Hong
(Print name)

CERTIFICATE OF THE BOARD OF DIRECTORS AUTHORIZATION TO ASSIGN AUTHORITY

The undersigned of the Board ("Grantee") hereby certifies that Kent Anderson (name), Director of Business Operations (title), has been authorized by the Board of Directors to sign proposals, contracts, and related documents on behalf of the Grantee. Accordingly, I hereby assign the authority by the Board to execute proposals, contracts, and contract amendments on behalf of the Grantee, and further certify that the assigned is given the power and authority to do all things necessary to implement, maintain, amend, or renew such contracts, including but not limited to the delegation of signing authority to another employee of the Grantee.

Julie Hong
(Signature)

Julie Hong
(Print name)

STATE OF HAWAII)
CITY AND COUNTY OF HONOLULU)

On this 1st day of November, 2024, before me appeared Julie Hong, personally known to me, who, being by me duly sworn, did say that he/she is the Chairperson of Hoola Na Pua and that the corporation has no corporate seal, and that said instrument was signed in behalf of said corporation by authority of its Board of Directors, and said she acknowledged said instrument to be the free act and deed of said corporation.

LISA D MOODY
STATE OF HAWAII NOTARY PUBLIC
Commission Number 17-398

Notary Public, State of Hawaii

My Commission expires: 10/08/2025

Doc. Date: 11/01/2024 # Pages 1
Name: Lisa D. Moody 1st Circuit
Doc. Description: Appendix A: Tier II Grant Proposal (Grants $25,000 to $200,000)

11/01/2024
Signature Date

NOTARY CERTIFICATION

LISA D MOODY
STATE OF HAWAII NOTARY PUBLIC
Commission Number 17-398

SECTION II
GRANT ACTIVITY INFORMATION

A. Describe how the community need, stated problem/issue, and target population are effectively validated. The description must include how the public services' target population is vulnerable or how the arts, culture, community/economic development, or environmental activities will especially support low- to moderate-income areas.

1. Provide substantive data and other qualifying information to demonstrate how the problem/issue impacts the target population and is a community priority that needs to be addressed. *(5,000 character count limit)*

Oahu is caught in a perfect storm, with a rising number of children becoming increasingly vulnerable to traffickers and sexual predators following the aftermath of a prolonged pandemic and devastating fires that impacted many of their extended family.

During the height of the pandemic, nearly 2 in every 5 potential victims of sex trafficking from 2020 – 2022 were children under the age of 18. These sex trafficked children were primarily forced into escort services and pornography, with emotional and physical abuse used as the primary means to recruit and trap victims. The report suggests that exposure to horrific events lead to emotional and psychological distress, making children more prone to manipulation by traffickers who offer false promises of safety or support (Polaris, 2023).

On Oahu, the average age of commercial sexual exploitation of children (CSEC) is a heart wrenching 11 years old, with some trafficked as young as 3. A little over 1 in 3 victims identified as LGBTQ+, with just over half of sex trafficked victims on Oahu considered Hawaiian or part-Hawaiian, the second empirical study demonstrating an overrepresentation by this population. These victims had significantly higher rates of Adverse Childhood Experiences (ACEs) at 4.6 compared to 2.4 among non-sex trafficked participants (Roe-Sepowitz & Jabola-Carolus, 2020). If childhood ACEs remain unaddressed, there is a greater risk for long-term physical, social and mental health impacts and chronic diseases later in life, including depression, suicide, alcoholism, addiction and heart disease (CDC, 2020).

Complex trauma that begins in childhood often manifests as changes in self-perception, inappropriate emotional reactions, difficulties in personal relationships and physical discomfort linked to emotional stress. Survivors of sex trafficking frequently struggle with substance abuse, depression, anxiety, PTSD and high rates of self-harm, suicidal ideation and suicide attempts, underscoring the need for early intervention and clinical treatment that incorporate a trauma-responsive and evidence-based approach (Paul, Fromenthal, Messina, West, & Li, 2023).

Survivors of sexual exploitation and trafficking face severe mental health challenges unless they receive psychological interventions and support to address the complex trauma tied to their experiences. Sadly, there remains limited access to a quality continuum of care for vulnerable trafficked children (Paul, Fromenthal, Messina, West, & Li, 2023). Equally concerning is the lack of training for staff working with children, leaving them ill-equipped to recognize the warning signs of sexual exploitation or trafficking. A 2019 study by Arizona State University's (ASU) Office of Sex Trafficking Intervention Research showed that only 1 in 5 victims reporting visits to medical providers were flagged by personnel as being sex trafficked. Many of Oahu's vulnerable children are trafficked and sexually exploited while in the care of agencies designed to protect them (Roe-Sepowitz & Jabola-Carolus, 2019).

The ASU study brought to light the profound ramifications of sexual exploitation in childhood. Nearly 1 in 3 survivors of trafficking on Oahu struggled with drug addiction, over 80% had engaged in self-harm or attempted suicide and 1 in 2 victims had at least one mental health diagnosis. Moreover, just over two in five survivors struggled with academic performance, and nearly 20% were enrolled in special education classes, likely due to the fact that sexually exploited children often attend school inconsistently, face high absenteeism, or are forced to drop out entirely (Roe-Sepowitz & Jabola-Carolus, 2020).

Unfortunately, the number of children in Hawaii facing anxiety and depression has risen by 23% from 2016 to 2021, making mental health a significant concern among middle and high school students on Oahu. The 2021 Youth Risk Behavior Surveillance System revealed a shocking majority of youth rarely or never received the crucial help needed when feeling sad, empty, hopeless, anxious, or angry. Furthermore, 1 in every 4 middle school and high school students did not feel they had a trusted adult at home or school to talk to about important matters, highlighting a significant gap in support systems (Ordonio, Aug 2022; Hawaii State Department of Health, 2023). Without the presence of a trusted adult in their lives, many children, particularly from low-to-moderate income communities, will turn to social media for support, which exposes them to a heightened risk of exploitation and manipulation by predators.

HNP is uniquely positioned to rewrite the narrative for these children through a continuum of prevention and direct services programming, developing a clinical model of care that sets us apart from other programs nationwide.

B. Describe the proposed plan

1. Provide a description of the Grant Activity. This description will be used as the scope of services in the contract. Describe why you chose this Grant Activity and how it will effectively address the community's problem / need. *(3,000 character count limit)*

Over 12 months, HNP will provide a continuum of care that addresses the traumatic impact of sexual exploitation and trafficking for children on Oahu, while focusing on prevention and resilience for those most vulnerable.

To strengthen Oahu's collective ability to protect our keiki, HNP will provide Prevention Education and Awareness training to 3,500 children, as well as faculty, professionals and community members in positions to interrupt victimization. An additional 2,000 duplicated at-risk children and those with a history of sexual exploitation will be empowered through weekly trauma responsive group sessions and/or 1-to-1 Mentoring aimed at emboldening protective factors and delving into complex trauma. Pearl Haven is the final piece in the continuum of care, providing cutting-edge residential care, onsite education and experiential programming for 35 children aged 11-17 experiencing complex trauma likely resulting from sexual exploitation or trafficking.

Sexual exploitation and trafficking are part of a hidden epidemic that preys on Oahu's children, leaving a trail of trauma and broken lives unless addressed through a comprehensive continuum of care. Unfortunately, predators continue to lure children into sexual exploitation and trafficking in the wake of the pandemic as commerce and technology aggregate within the global metaverse. Prevention education is a first line of defense against sexual exploitation since about 80% of trafficking on Oahu occurs at the hands of family members, trusted friends or someone the victim is dating (Roe-Sepowitz & Jabola-Carolus, 2020). Prevention education dismantles the silence surrounding sexual exploitation and

serves as one of the most powerful tools to mitigate potential victimization before children are caught up in dangerous situations that are difficult to escape.

Both visible and invisible wounds of trauma must be addressed to break the cycle of exploitation and victimization. Sadly, sexually exploited children often find it difficult to verbalize their trauma, making it physically and emotionally challenging to delve into the recesses of deep emotions, particularly when they are told “not to tell” by their perpetrators. Through trauma-responsive resilience groups, 1-to-1 mentoring and residential care at Pearl Haven, HNP will reinforce safety mechanisms, increasing life skills and protective factors so vulnerable children develop healthy relationships and move toward health and healing.

Sadly, by the time children enter residential treatment at Pearl Haven, their complex trauma has negatively infiltrated many aspects of their lives. Pearl Haven plays an integral part of the continuum of care and child’s pathway to freedom. Through Pearl Haven, sexually exploited and victimized children receive transformative treatment and programs that unlock complex trauma and bring sustainable healing to Oahu’s most vulnerable.

2. Provide measurable outcomes, describe how outcomes are aligned with the purposes and priorities of the Grants in Aid Fund, and describe how outcomes directly benefit the target population. *(3,000 character count limit)*

Public Services should begin with a statement of the number of individuals that the Grant Activity will directly benefit during the Grant Term.

Arts, Culture, Community/Economic Development or Environment should begin with a statement as to how the Grant Activity supports the sustainable improvement in the well-being and quality of life of local communities, especially low to moderate income areas.

HNP will provide pathways to recovery for a duplicated 2,000 at-risk and/or sexually exploited children under 18 through a continuum of programs that protect the physical and psychological wellbeing of vulnerable youth, with an estimated 35 children aged 11-17 served through Pearl Haven. To prevent children from falling prey to victimization, 3,500 keiki to kupuna will be equipped with education and awareness, strengthening Oahu’s pipeline for victimized children to receive intervention services as early as possible.

Directly Benefitting Target Population
Aligned with City GIA priorities, HNP benefits cis-gender, transgender and gender non-conforming children under 18, particularly from underserved communities and those serving large Native Hawaiian populations. The majority reside in low-income households and are victims of violence and assault or relational trauma, impacting their ability to trust and develop healthy relationships. These children desperately need prevention and trauma-responsive programs to guard against exploitation, while ensuring victims have access to critical care to promote healing.

Measurable Outcomes over 12 months
Prevention Education and Awareness
HNP will deliver Prevention Education and Awareness sessions to 3,500 children and adults, designed to strengthen Oahu’s collective ability to prevent children under 18 from falling prey to sexual exploitation and trafficking.

Prevention Education and Awareness will protect vulnerable youth from opportunistic predators who take advantage of the chaos and aftermath of tragedies. By equipping

students, schools, community leaders, frontline professionals and the general public with Prevention Education and Awareness, HNP helps ensure vulnerable children do not fall prey to sexual exploitation and trafficking.

Trauma-Responsive Groups and/or 1-to-1 Mentoring
HNP will create healthy connections for a duplicated 2,000 children under 18, addressing trauma and equipping vulnerable youth with tools that serve as protective factors after discharge from residential facilities.

These children represent a variety of backgrounds and familial circumstances, many who are underage homeless runaways or part of the foster care system and have suffered physical, sexual and/or emotional abuse or violence in their homes. Often these children are involved in the Juvenile Justice System or have histories of mental health issues, past trauma or substance abuse.

Pearl Haven
HNP will provide pathways to health for 35 sexually exploited or trafficked children aged 11-17 who experience complex trauma or Serious Emotional and Behavior Disturbances interfering with daily life.

Pearl Haven will address complex trauma and ACEs. In 2023, 3 in 4 children had an ACE score of 4 plus at intake, pointing toward chronic mental and physical health challenges in adulthood. Based on 4th quarter 2023 data, 100% of residential youth had more than one mental health diagnosis at intake and 90% had at least one medical issue.

3. Provide an action plan to achieve the stated measurable outcomes. If the Grant Activity involves a partnership, provide a description of each partner's role. Must include measurable milestones, specific events, or other performance measures appropriate to achieving the outcomes. *(3,000 character count limit)*

Over 12 months, HNP will strengthen the continuum of care for sexually exploited and at-risk children on Oahu through comprehensive prevention and resilience-based programming that mitigates the risk of trafficking, providing a progressive pathway to address complex trauma.

Action Plan

1. HNP will partner with schools and agencies children are likely to access, to equip students in 5th–12th grade, educators, first responders, social service providers, business leaders, and community members with research-based information on the prevalence, indicators, screening and response of sexual exploitation.

   Our school-based prevention education will be delivered in person to middle and high schools on Oahu, with a focus on Title I schools or those located in underserved communities. Approved by the Hawaii Department of Education, the curriculum focuses on 1) recognizing the signs of trafficking; 2) understanding the influence of social media on recruitment; 3) seeking help; and 4) rights and services for victims.

2. HNP will deliver trauma-responsive, culturally relevant group sessions to children under age 18 who have multiple risk factors making them susceptible to sexual exploitation. In tandem with residential care facilities and onsite at Pearl Haven, group sessions will expose control tactics used by traffickers, providing children with tools to build healthy relationships, enhance resilience and facilitate connections to services that complement life skills development, educational attainment, economic empowerment, case management and individual therapy.

3. At risk, sexually exploited and trafficked children under 18 may be matched with a trained and vetted mentor for 1-to-1 Mentoring to address trauma, reduce self-injuring behaviors, enhance coping skills and identify behaviors interfering with success. Each child will develop a Personal Empowerment Plan, which includes support with therapists and professionals, as well as a path forward to succeed in school, work and life.

4. Children aged 11-17 referred to Pearl Haven will receive shelter, intensive therapeutic care and onsite education using a Department of Education approved curriculum that incorporates STEM and extracurricular activities. To make therapy more productive and reduce acute trauma symptoms, children will engage in experiential programming (e.g., expressive arts, animal/equine therapy, therapeutic gardening) as part of treatment.

Measurable Milestones over 12 months:

1) At-risk children and adults in roles to prevent exploitation on Oahu will be empowered through 100 Prevention Education sessions, providing them with the tools and knowledge needed for intervention.
2) At-risk and sexually exploited children on Oahu will receive 1,000 trauma-responsive group sessions and/or 1-to-1 mentoring sessions.
3) Pearl Haven residential children will experience a minimum 40% decrease in trauma symptoms, 25% decrease in depressive symptoms and a 20% decrease in anxiety symptoms.

4. Provide a budget narrative that explains how the budget in Section III will achieve the desired outcomes. (*3,000 character count limit)*

Ho`ōla Nā Pua is requesting $150,000 from City Grant-in-Aid funds over 12 months:

Direct Salaries/Wages and Fringe Benefits: $125,269
$32,502 toward the **Salary/Wages** of a **Program Manager** (.5 FTE x $5,417/mo x 12 mo) who will organize and manage programs, including scheduling, activity/lesson development, supplies procurement and group facilitation.

$65,004 toward the **Salary/Wages** of an **Experiential Program Manager** (1.0 FTE x $5,417/mo x 12 mo) who will oversee the care of Pearl Haven experiential programs, including supervision of program staff and children.

$27,763 toward **Fringe**, which includes $17,863 for FICA/Medicare (7.65%), SUI, TDI & Other (10.67%) of the Program Managers ($97,506 x 18.32%) and $9,900 toward the cost of healthcare ($550 x 12 x 1.5 FTE).

Administrative/Supervisory Positions and Fringe Benefits: $16,633
$13,500 toward the **Salary/Wages** of the **Director of Business Operations** (.10 FTE x $11,250/mo x 12 mo), who will be responsible for Pearl Haven development, as well as planning, coordination and administration/supervision of programs.

$3,133 toward the **Fringe**, which includes $2,473 for FICA/Medicare (7.65%), SUI, TDI & Other (10.67%) of the Director of Business Operations ($13,500 x 18.32%) and $660 toward the cost of healthcare ($550 x 12 x .10 FTE).

$598 is budgeted toward a portion of the cost of Mileage and Parking to support staff travel to and from Education Sessions, Trauma-Responsive Groups/Mentoring and Pearl Haven.

$7,500 is budgeted to support Indirect Costs, including the costs of Accounting and Reporting.

Costs Not Requested through City GIA:
An additional $45,000 has been committed from a Bill Healy Foundation grant to support the costs of Program Activities Supplies ($30,000) and the balance of costs to support Mileage and Parking ($15,000). An additional $30,600 will be secured from Individual Donors in 2025 to support the cost of Client Activities/Events ($27,600) and Volunteer Expenses ($3,000).

5. Provide a timeline that is complete, realistic and appropriate to achieve the desired outcomes. This timeline should also be reflected in Section IV. *(3,000 character count limit)*

Oct 2025– Sep 2026

1) Serve approximately 292 children and adults each month through Prevention Education and Awareness sessions.

2) Serve approximately 167 duplicated children under 18 each month through Trauma-Responsive Group Sessions and/or 1-to-1 Mentoring.

3) Serve Pearl Haven youth aged 11-17 through 125 Experiential Program Sessions each month.

C. Provide evidence of the agency's ability to perform the proposed grant activity through past performance, current capacity and/or plan to acquire the capacity to perform.

1. Provide data that demonstrates proven success in offering the same, similar, or related activities to achieve the proposed outcomes. *(3,000 character count limit)*

Ho'ōla Nā Pua (HNP) leverages over a decade of dedicated service to provide a proven, holistic model of care for at-risk and sexually exploited children on Oahu. Since our establishment in 2013, HNP has illuminated the critical issue of sex trafficking while prioritizing the health and well-being of Hawaii's youth.

HNP made substantial strides in trafficking prevention in 2023, reaching 4,525 children and adults through Prevention Education and Awareness, including 2,486 students and 340 educators statewide. Our early intervention services benefited 669 youth aged 11-24 across Oahu and Hawaii Island, while 1,269 mentoring sessions provided 2,402 hours of 1-to-1 guidance to sexually exploited youth and those at risk of trafficking.

In 2023, Pearl Haven supported 32 sexually exploited children who had an average Adverse Childhood Experience score of 5.1, indicating significant mental and physical health risks in adulthood. Nearly 68% of these children were in the foster care system, 58% had prior residential treatment, and 80% reported at least one current mental health diagnosis. Despite these challenges, Pearl Haven youth exhibited impressive outcomes: a 47% average improvement in trauma symptoms, a 58% reduction in depressive symptoms, and a 33% decrease in anxiety symptoms. Additionally, 80% achieved A-B Honor Roll status in core subjects, with 100% passing their classes, demonstrating remarkable progress despite almost half experiencing academic difficulties at intake.

What began as a small spark over 10 years ago, has led to a statewide chain reaction of awareness, advocacy, systemic change, and creation of innovative programming for exploited youth. In recognition of our impactful work, Pearl Haven was one of only 18 organizations nationwide to receive Phase 1 funding from the U.S. Department of Health and Human Services Innovation Challenge to Prevent Human Trafficking Among Women and Girls in 2024. This accolade underscores our effectiveness in both preventing human trafficking and improving health outcomes.

The success of our programs is best illustrated by the stories of the children we serve. One participant reflected,

"When I first walked into Pearl Haven, I laughed at the staff and therapists in my head, thinking they would not be able to change me. I have now been at Pearl Haven for nine months, and I have learned for the first time in my life how love is actually supposed to be. I have learned what it is like to be a child again. I have learned that I am able and capable to dream new dreams. My hope continues to blossom every day."

This testimony embodies our commitment to healing and empowerment, demonstrating our proven capacity to achieve meaningful outcomes for the vulnerable populations we serve.

2. Describe the applicant's capacity to successfully achieve the proposed outcomes.
OR
Provide a plan to acquire the capacity to successfully achieve the proposed outcomes (including how the applicant has acquired similar capacity in the past).

Responses should include organizational knowledge, staffing, fiscal resources, facilities and other resources, stakeholders and relationships, and other relevant resources. *(3,000 character count limit)*

HNP is recognized as a national partner and leader in the global movement to combat sexual violence against children. Our extensive experience and resources uniquely position us to disrupt sexual exploitation and mitigate complex trauma through innovative programming across the continuum of care.

Director of Community Engagement Tammy Bitanga oversees a comprehensive range of community-based initiatives. Starting as a volunteer 10 years ago, Tammy's lived experience and survivor-informed perspective enrich our programs. Her advocacy work has garnered national recognition, including the 2023 Liberator Award for her contributions to survivor advocacy.

Founder Jessica Munoz leads quality improvement, oversight, and coordination of early intervention services and experiential programming. With a Master of Science in Nursing from the University of Hawaii and a Bachelor's in Nursing from Long Beach State, Jessica has been a driving force in the anti-trafficking movement in Hawaii and the Pacific since 2009. Her expertise ensures that our programs are sustainable, effective, and focused on holistic care for vulnerable populations.

Our 13-acre Pearl Haven campus features a 24,000 square foot facility specifically designed to provide a trauma-informed, therapeutic environment for sexually exploited children. **Pearl Haven Program Director Liz Porter** is highly trained in delivering trauma-informed services, having completed training in Trust-Based Relational Intervention, Trauma Informed Care, Core Curriculum Childhood Trauma, Adverse Childhood Experiences and Sex Trafficking

Prevention. Liz holds an associate degree in psychology and a B.S. in Human Services/Management from the University of Phoenix.

Our partnerships with schools, law enforcement, and public and private organizations enhance our ability to identify and refer children for intervention services as early as possible. These collaborations have earned us recognition, including a national award from the Department of Homeland Security Investigations in 2020 for exemplary partnerships, the 2023 Sword and Shield Non-Profit Leadership Award from the Attorney General Alliance, and a nomination for the Non-Profit Impact of the Year Award by Pacific Edge Magazine.

HNP is committed to responsible fiscal management, ensuring that our funding is strategically allocated to maximize impact. Our organizational structure supports ongoing program development and sustainability, allowing us to adapt to the evolving needs of the populations we serve. With this comprehensive framework of staffing, facilities, resources, and partnerships, HNP is well-equipped to successfully achieve our proposed outcomes and make a lasting impact on the lives of children affected by sexual exploitation and trafficking.

D. Describe the applicant's sustainability and/or additional long-term benefit to the community

1. Provide a plan for sustaining and / or expanding activities beyond the applicable grant period. *(2,000 character count limit)*

Ho'ōla Nā Pua is well-positioned to sustain and expand our impactful programs for sexually exploited and vulnerable children on Oahu.

Our debt-free Pearl Haven campus, solid financial framework and annual signature fundraisers will create a stable source of operating funds beyond the grant period. Having successfully concluded our $9 million Pearl Haven capital campaign, we will leverage over a decade of experience in securing local, national, and government grants to continue these essential programs in subsequent years. We will also continue to build partnerships with new philanthropic donors in 2025-2026, including organizations like the Office for Victims of Crime, VOCA, and the Department of Health and Human Services.

Through a solid financial model focused on individual donations, small gatherings, Pearl Haven site visits and annual fundraising events, including an annual Gala and Golf Tournament, we ensure our services remain accessible to deliver lasting impact and support for vulnerable children on Oahu. Our current development efforts are focused on annual and planned giving campaigns for 2025-2026, aimed at sustaining and expanding our offerings in the long term.

City GIA funding will be vital for enhancing our capacity to adapt and grow, ensuring we meet the evolving needs of sexually exploited and vulnerable children throughout Oahu. While fee-for-service covers the costs associated with therapy, shelter, and food at Pearl Haven, additional funding is required for experiential programming and onsite education, which are critical for providing hope and sustained healing. To meet this need for additional funding, we will continue to collaborate with organizations like iHeartRadio and Change.org, who are willing to work with us to launch campaigns like the "Shine Hawaii" movement that provided a platform for advocacy and fundraising to support specialized care.

2. Describe the applicant's capacity and resources to carry out the above plan (staffing, funding, etc.) beyond the grant period. *(2,000 character count limit)*

Ho‘ōla Nā Pua is strategically positioned to continue its transformative impact for at-risk, sexually exploited, and trafficked children on Oahu beyond the grant period, thanks to a team of trained staff, dedicated consultants and over 150 volunteers.

Our staff undergoes annual trauma-informed and culturally relevant care training, along with 20 hours of specialized training focused on trafficking in persons for those working directly with victims. This comprehensive training equips our team to foster a systemic shift in the protection of Hawaii’s most vulnerable children.

Director of Community Engagement Tammy Bitanga infuses programming with lived experience and survivor-informed perspectives, ensuring services remain relevant and impactful. With over 5 years of collaboration with law enforcement to adopt a victim-centered approach, Tammy has also been a prominent voice in regional and national discussions on Survivor Advocate services. Her recognition as the 2023 Liberator Award winner underscores her commitment to advocating for survivors of childhood sexual exploitation.

For over a decade, HNP has partnered with the Hawaii Department of Education, Homeland Security, the FBI, and private organizations, enabling us to connect sexually exploited children to our comprehensive continuum of care as early as possible. Our efforts in prevention education, direct services programming, and residential care through Pearl Haven challenge the prevailing narrative surrounding sexual exploitation, particularly for vulnerable populations such as Native Hawaiians, transgender, and LGBTQ+ children.

HNP’s qualified staff, resources and a diversified financial model will ensure the sustained delivery of innovative programs that meet the growing needs of at-risk children on Oahu beyond the grant period. Since our inception in 2013, we have remained steadfast in our commitment to providing every child with a path to freedom, supporting them through prevention, intervention and ongoing recovery.

E. No CITY funds or assistance.
The highest consideration will be given to applicants that do not receive other funding or any form of assistance from the CITY. While applicants that receive other funding or assistance from the CITY may apply for Grants in Aid funding, the extent of funding or assistance already received in relation to services provided must be considered prior to awarding Grants in Aid funds.

A percentage of the sub-total criteria points will be awarded to Grantees based on the criteria below and the information about past funding / assistance from the CITY that follows.

The applicant has received no award from the CITY within the last 3 years.	**10%**
The applicant has received 1-2 awards from the CITY within the last 3 years.	**7%**
The applicant has received 3-5 awards from the CITY within the last 3 years.	**5%**
The applicant has received between 6-9 awards from the CITY within the last 3 years.	**3%**
The applicant has received 10 or more awards from the CITY within the last 3 years.	**0%**

GRANTEE RECEIPT OF CITY GRANTS

Identify all CITY grants received by Grantee (or Fiscal Sponsor) in the last three (3) years. Information will be verified by the CITY.

1. Grant Activity Name & Contract #: Combatting Child Sex Trafficking Holistically
   Grant Period: 10/01/2024 – 09/30/2025 Grant Amount: $150,000
   Grant Purpose: To strengthen the continuum of care through HNP programs
   Grant Activity Status: ☒ Underway ☐ Completed ☐ Canceled
   Administrating Division: Department of Community Services

2. Grant Activity Name & Contract #: Breaking the Cycle of Child Sexual Exploitation
   Grant Period: 10/01/2023 – 09/30/2024 Grant Amount: $200,000
   Grant Purpose: To build capacity to serve sexually exploited children post- pandemic
   Grant Activity Status: ☐ Underway ☒ Completed ☐ Canceled
   Administrating Division: Department of Community Services

3. Grant Activity Name & Contract #: Path to a Bright Future, CT-DCS-2300028
   Grant Period: 10/01/2022 – 09/30/2023 Grant Amount: $200,000
   Grant Purpose: Build resilience among at-risk and sexually exploited children
   Grant Activity Status: ☐ Underway ☒ Completed ☐ Canceled
   Administrating Division: Department of Community Services

4. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____

E. Age Friendly Honolulu (Complete only if applying for the bonus points)
Consideration is to be given to applicants that incorporate the vision and goals of the Age-Friendly Honolulu Program (as codified in ROH Chapter 2, Article 22), including but not limited to (1) enabling residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active; and (2) removing barriers to inclusion for and providing support services to vulnerable residents and/or have physical limitations.

If awarded bonus points for being an Age-Friendly Honolulu project, the Grantee will be subject to additional reporting requirements, including but not limited to name, age, and physical location of seniors being served by the project.

To be eligible for the bonus points as an Age-Friendly Honolulu project an organization must demonstrate the proposal aligns with Age-Friendly Honolulu's priorities by completing the following TWO steps:

1) Go the following website https://www.hiphi.org/age-friendly-honolulu/ to access an Age-Friendly Honolulu training video. The video should be watched by at least one (1) person from the non-profit organization in a leadership position (Executive Director, Administrator, or equivalent). This video will define an "age-friendly city" and explain what types of projects align with the Age-Friendly Honolulu Vision.

2) Complete the section below by selecting which Age-Friendly Honolulu category best fits the activities of your organization and providing a brief description of how your proposal is an Age-Friendly Honolulu project.

☐ Enabling Residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active, particularly at the oldest ages

☒ Providing Kupuna with meaningful roles in the community, including mentors, volunteers, or through intergenerational programming

☐ Removing barriers to support community inclusion and accessibility for persons of all abilities.

3) How is your proposal an Age-Friendly Honolulu Project and explain how your organization can meet the additional reporting requirements if awarded? *(2,000 character count limit)*

Ho'ōla Nā Pua actively engages our respected kupuna by inviting seniors to share their intergenerational wisdom and stories, recognizing the value in the knowledge and experience of our elders. Seniors foster meaningful relationships that guide at-risk and sexually exploited children toward healthier pathways and help promote an understanding of healthy relationships. We encourage kupuna to serve as mentors or participate in community events, welcoming them to assist in preparing for and providing on-site support during Prevention Education and Awareness Training. For seniors who prefer to maintain social distancing, they are invited to assemble activity kits or prepare educational materials, ensuring their involvement while respecting their comfort. This intergenerational collaboration strengthens community ties, empowering both children and elders to create a safer, more aware environment that addresses the complexities of sexual exploitation within our communities.

Proposal 77

APPENDIX A: TIER II GRANT PROPOSAL (Grants $25,000 to $150,000)
SOLICITATION NO. RGP-DCS-GIA2026

Instructions: The proposal below must be completed in full. Responses must be provided in the fillable boxes provided. Where annotated, the fillable boxes have predetermined maximum limits on character counts. Letters, numbers, punctuation marks, and spaces are included in the character count limits.

SECTION I
SUMMARY

A. Grantee Legal Name:	H U G S for Hawaii's Seriously Ill Children and Their Families
B. Is Grantee a Fiscal Sponsor?	☐ Yes ☒ No
C. Grant Activity Name:	Respite, Peer Support and Family Programs to benefit Oahu's Seriously Ill Children and Their Families

D. Briefly describe the Grantee's background, history (including year established), and mission. *(400 character count limit)*

H U G S For Hawaii's Seriously Ill Children and Their Families (HUGS) provides long term, comprehensive support services for children with life-threatening illnesses and their families. Incorporated in 1982, our mission is to improve the quality of life for these families as they face the emotional and financial hardships of caring for a seriously ill child.

E. Briefly describe the Grant Activity and public need being filled. *(400 character count limit)*

HUGS will offer peer support programs for 765 seriously ill children and their family members across Oahu. The proposed project will build needed informal support networks, reduce their social isolation, reduce geographic barriers to participation, and strengthen their resiliency to move toward healthy and productive lives.

F. Briefly summarize Grant Activity outcomes and measures of success, including number and description of those served. *(400 character count limit)*

A total of 765 (duplicated individuals, including seriously ill children, their parents and siblings) will reduce chronic emotional stress, anxiety and social isolation, and build long-term support network with similar individuals through participation in 21 peer support activities across Oahu, such as Moms and Dads activities, respite services, and family gatherings.

G. Council District
Check all districts that will benefit from the Grant Activity. Provide the amount requested per district. Amounts must be in whole numbers only.

☒ District 1 $19,500	☒ District 2 $9,000	☒ District 3 $16,500
☒ District 4 $16,500	☒ District 5 $13,500	☒ District 6 $13,500
☐ District 7 $19,500	☒ District 8 $15,000	☒ District 9 $27,000
Total Amount Requested (must be $25,000 to $150,000)	$150,000	

H. Type of Grant Activity (pick ONE category that best reflects the Grant Activity):		
1. Public Services: Projects in this category will support qualified public services and programs for the target populations deemed by the CITY to be most vulnerable.		
☐ A. Public Service – Seniors	☒ B. Public Service – Children	☐ C. Public Service - Disabilities
☐ D. Public Service – Homeless	☐ E. Public Service – Domestic Violence	☐ F. Public Service – Substance Abuse
☐ G. Public Service – Mental Health	☐ H. Public Service – Other (describe):	
2. Arts, Culture, Community/Economic Development, and the Environment: Projects in this category will support the sustainable improvement in the well-being and quality of life of local communities, especially low- to moderate income areas.		
☐ A. Arts	☐ B. Culture	☐ C. Community Development
☐ D. Economic Development	☐ E. Environment	

GRANTEE'S CERTIFICATION AND SIGNATURE

The undersigned, subject to personal liability and penalty under applicable law, certifies that he or she: (i) is authorized to sign this Grant Proposal; (ii) personally prepared or reviewed the matters found in this Grant Proposal (including any related documents/attachments); (iii) asserts all statements made in this Grant Proposal (including all attachments) are true, accurate and complete; (iv) has the requisite skills and knowledge to assert the foregoing certification; and (v) has complied and shall continue to comply with all applicable requirements of Chapter 6, Article 29 of the Revised Ordinances of Honolulu 2021, as amended (Link), regarding private organizations receiving grants of public funds from the City and County of Honolulu.

Signature of Grantee (Fiscal Sponsor) Officer

Printed Name and Title: Maureen Purington, Executive Director

11-19-2024

Date

CERTIFICATE OF THE BOARD OF DIRECTORS NO OBLIGATIONS IN ARREARS

The undersigned of the Board ("Grantee") hereby certifies that the Grantee or any principal of the Grantee or sponsored organization (where the Grantee is a Fiscal Sponsor) is not in arrears on any financial or other obligation owed to the City & County of Honolulu, a municipal corporation of the State of Hawaii.

Catha Combs

(Signature)
Catha Combs, Treasurer, Board of Directors
(Print name)

CERTIFICATE OF THE BOARD OF DIRECTORS AUTHORIZATION TO ASSIGN AUTHORITY

The undersigned of the Board ("Grantee") hereby certifies that Maureen Purington(name), Executive Director (title), has been authorized by the Board of Directors to sign proposals, contracts, and related documents on behalf of the Grantee. Accordingly, I hereby assign the authority by the Board to execute proposals, contracts, and contract amendments on behalf of the Grantee, and further certify that the assigned is given the power and authority to do all things necessary to implement, maintain, amend, or renew such contracts, including but not limited to the delegation of signing authority to another employee of the Grantee.

Catha Combs

(Signature)

Catha Combs, Treasurer, Board of Directors
(Print name)

STATE OF HAWAII)
CITY AND COUNTY OF HONOLULU)

On this 18th day of November, 2024, before me appeared Catha Combs, personally known to me, who, being by me duly sworn, did say that he/she is the Treasurer of HUGS and that the corporation has no corporate seal, and that said instrument was signed in behalf of said corporation by authority of its Board of Directors, and said _____ acknowledged said instrument to be the free act and deed of said corporation.

SUSAN TAGAWA NOTARY 04-554 PUBLIC STATE OF HAWAII

Susan Tagawa
Notary Public, State of Hawaii

My Commission expires: Sept. 26, 2028

Doc. Date: 11/18/24 # Pages: 1
Name: Susan Tagawa Circuit
Doc. Description: Certificate of the BOD no obligation in arrears + autho. to assign authority

Signature Date

NOTARY CERTIFICATION
Susan Tagawa 11/18/24

SUSAN TAGAWA NOTARY 04-554 PUBLIC STATE OF HAWAII

SECTION II
GRANT ACTIVITY INFORMATION

A. Describe how the community need, stated problem/issue, and target population are effectively validated. The description must include how the public services' target population is vulnerable or how the arts, culture, community/economic development, or environmental activities will especially support low- to moderate-income areas.

1. Provide substantive data and other qualifying information to demonstrate how the problem/issue impacts the target population and is a community priority that needs to be addressed. *(5,000 character count limit)*

The Hawaii Department of Health (DOH) Family Health Services Division (FHSD) identifies children with serious illnesses as a priority population in need of focused healthcare and support services. Since 1982, HUGS has served as the only organization on Oahu providing free, long-term support specifically tailored to seriously ill children (ages birth to 21) and their families. HUGS' mission is to strengthen Hawaii's families and improve their quality of life as they face the emotional and financial hardships of caring for a seriously ill child. We work to ensure that no family faces these challenges alone, offering a holistic range of services that includes monthly respite, family and peer support activities, hospital outreach, case management, emergency food supplies, and financial assistance for off-island medical travel.

When a child is diagnosed with a serious illness, the impact extends across the entire family. Research highlights how childhood illness significantly elevates stress, anxiety, and depression among family members, affecting their ability to provide care and negatively impacting the child's well-being (Pediatric Research, 2021). Caregivers experience heightened burnout due to the relentless demands and emotional toll, while siblings often struggle with feelings of isolation as attention focuses on the ill child (Journal of Family Psychology, 2019). This underscores the need for comprehensive family support that nurtures the mental and emotional well-being of each member.

Peer support is essential for helping families build resilience and maintain mental health. Studies from the Journal of Psychosocial Oncology (2020) show that peer support reduces isolation, strengthens coping mechanisms, and improves caregivers' mental health. HUGS' peer support and respite programs directly address these needs by creating a community where families gain emotional strength, validation, and mutual understanding.

As of October 2024, HUGS serves 1,237 family members on Oahu, including 258 seriously ill children, 484 parents/guardians, and 495 siblings. These families cope with illnesses such as pediatric cancers (34%), cardiac conditions (29%), and other serious issues like organ failure and genetic syndromes (37%). Given that approximately 50-60 new cases of childhood cancer are diagnosed each year in Hawaii (Hawaii Children's Cancer Foundation), the ongoing need for HUGS' support remains pressing.

Financial strain is a significant challenge for families of seriously ill children, with 67% of HUGS families living below 150% of the federal poverty level. Out-of-pocket medical costs for families with a child with cancer can exceed $10,000 annually (National Cancer Institute, 2023), forcing many parents to reduce work hours, thereby increasing economic vulnerability. Compounded by Hawaii's high cost of living, these financial burdens make HUGS' free

support services indispensable for low- to moderate-income households, providing critical stability during times of extreme hardship.

The need for HUGS' programs is clearly validated by both medical research and local family feedback. Ninety percent (90%) of HUGS families report that they would struggle without access to these essential services. Through peer support and respite care, HUGS reduces social isolation, alleviates stress, and builds resilience within families, creating lasting benefits for Oahu's community. By addressing a critical gap in support for families coping with pediatric illness, HUGS strengthens mental health, family unity, and resilience among Oahu's most vulnerable households, ensuring that families have the resources and community support needed to face their journey with dignity and strength.

B. Describe the proposed plan

1. Provide a description of the Grant Activity. This description will be used as the scope of services in the contract. Describe why you chose this Grant Activity and how it will effectively address the community's problem / need. *(3,000 character count limit)*

HUGS proposes 'Respite, Peer Support, and Family Programs to Benefit Oahu's Seriously Ill Children and Their Families' to address the critical challenges of social isolation, caregiver stress, and lack of accessible support for families with seriously ill children. By providing structured, accessible programs across Oahu, this initiative enables children, parents, and caregivers to feel supported, connect with others in similar situations, and manage the complexities of serious childhood illnesses with greater resilience. This initiative will expand our geographic reach by adding Windward and North Shore locations, while continuing services at the HUGS House in Honolulu and in Central and West Oahu, ensuring that families can participate in HUGS programs close to home.

Scope of Services
HUGS will serve 765 duplicated family members through 21 events focused on respite, peer support, and family bonding, designed to reduce isolation and stress, foster community connections, and promote resilience among families navigating serious illness. Specific activities include:

1. **Respite Events**: Six activities for 150 duplicated children and their siblings to enjoy safe, supervised interactions, giving caregivers essential time to recharge and manage personal needs.
2. **Peer Support Activities**: Twelve gatherings—six for moms and six for dads—engaging 240 duplicated parents, fostering connection, reducing isolation, and strengthening resilience.
3. **Family Events**: Three family gatherings for 375 duplicated participants to bond with other families and build supportive relationships within their communities.
4. **Volunteers**: In addition, 225 duplicated community volunteers, including older adult volunteers, will be trained to support these events, enhancing community involvement and creating an age-friendly environment.

2. Provide measurable outcomes, describe how outcomes are aligned with the purposes and priorities of the Grants in Aid Fund, and describe how outcomes directly benefit the target population. *(3,000 character count limit)*

Public Services should begin with a statement of the number of individuals that the Grant Activity will directly benefit during the Grant Term.

Arts, Culture, Community/Economic Development or Environment should begin with a statement as to how the Grant Activity supports the sustainable improvement in the well-being and quality of life of local communities, especially low to moderate income areas.

The HUGS program will directly benefit 765 duplicated seriously ill children and their family members across Oahu, providing essential peer support for each family member, including the ill child, siblings, mothers, and fathers. These activities align with the GIA Fund's priorities by enhancing mental health, emotional stability, and resilience for low- to moderate-income families facing extraordinary challenges.

Performance Measures:

- **765 duplicated family members** will participate in activities across Oahu, reducing isolation and building community bonds.
- **90% of parents in peer support programs** will report reduced stress and anxiety due to connections with other parents.
- **85% of children and siblings** will report feeling a greater sense of belonging and less loneliness.
- **225 duplicated volunteers, including older adults**, will support HUGS events, enhancing community engagement and intergenerational support.

HUGS will use attendance records, participant feedback, and event surveys to measure and evaluate these outcomes, ensuring that the services delivered meet families' needs and improve their quality of life.

3. Provide an action plan to achieve the stated measurable outcomes. If the Grant Activity involves a partnership, provide a description of each partner's role. Must include measurable milestones, specific events, or other performance measures appropriate to achieving the outcomes. *(3,000 character count limit)*

Under the leadership of the Family Services Program Director, the following HUGS team members will execute the 21 activities across Oahu, supported by specific milestones and community partnerships to maximize the program's impact.

Core Team Roles:

- **Family Services Program Director**: Oversees scheduling, venue selection for respite, peer and family events, family communication, and survey administration.
- **Hospital Program Manager**: Engages new families, provides orientation on HUGS programs, coordinates respite events, and assists with peer and family events.
- **Ho`okele Case Manager**: Works with low-to-moderate income HUGS families to connect with community resources, and assists with peer support, respite and family events.
- **Community Resource Development Manager (CRDM)**: Manages volunteer recruitment and training for respite and family events. Establishes partnerships with local organizations for financial and resource support.

Program Activities & Milestones:

1. **Respite Activities**:
    - Goal: Engage 150 duplicated children in six respite events by September 2026.
    - Milestones: Secure venues by June 2026; complete volunteer recruitment by August 2026; collect post-event feedback from caregivers by September 2026.

2. **Moms' and Dads' Activities**:
    - Goal: Engage 120 duplicated mothers and 120 duplicated fathers in six activities each.
    - Milestones: Establish schedules and partnerships with local service providers by June 2026; gather annual feedback to assess impact on stress and isolation.
3. **Family Events**:
    - Goal: Host three family gatherings for 375 duplicated participants by September 2026.
    - Milestones: Secure venues by June 2026; organize volunteer roles; administer feedback surveys post-event.
4. **Volunteer Engagement**:
    - Goal: Recruit and train 225 volunteers by August 2026.
    - Milestones: Conduct post-event evaluations to ensure program standards.

Partnerships: HUGS will collaborate with local businesses for venue donations, supplies, and volunteer recruitment. These partnerships will reduce program costs and strengthen community involvement, helping to sustain and expand HUGS' reach.

Monitoring and Evaluation:
HUGS will employ a structured approach to monitor and evaluate program performance, ensuring alignment with GIA's goals and direct benefits for participating families. Performance measures will be tracked through detailed attendance records, satisfaction surveys, and post-event evaluations to gauge immediate and long-term outcomes. Monthly team evaluations will review key metrics, assess program outcomes, and identify areas for improvement. Adjustments will be made as necessary to meet evolving family needs and optimize program effectiveness. This process will foster continuous improvement and strengthen the community support network, ensuring HUGS' activities remain responsive and impactful for Oahu's families.

4. Provide a budget narrative that explains how the budget in Section III will achieve the desired outcomes. *(3,000 character count limit)*

HUGS programs and services are provided to families free of charge, ensuring equitable access to the support needed to navigate the challenges of caring for a seriously ill child. Each year HUGS conducts 42 peer support program events on Oahu budgeted at $531,876, reflecting the comprehensive nature of services provided to families. We respectfully request $150,000 from the City and County of Honolulu's Grant in Aid fund to support staffing, program activities, supplies, and administrative costs for 21 peer support program events across Oahu that will directly contribute to reducing family stress, alleviating social isolation, and improving mental well-being.

Funding will support salaries for direct program staff, including the Program Director, Hospital Program Manager, Ho'okele Case Manager, and Community Resource Development Manager, who ensure families receive personalized services, resource connections, and community-building activities. The Administrative and Grants Manager will oversee contract compliance, fiscal reporting, and data collection to ensure program effectiveness.

As a small organization of seven employees, HUGS relies on external service providers for IT maintenance, payroll, and accounting. This outsourcing allows staff to focus on delivering direct support to families while maintaining effective program management.

The requested funds will support activities like Mom's and Dad's Nights, respite events, and family gatherings, which require resources such as food and beverage, admission fees, professional instructors, and supplies. For instance, Mom's and Dad's activities may include dinner, movies, sporting events, or cultural experiences like an evening with a local storyteller. By covering these costs, HUGS ensures families can participate stress-free, aligning with our goal of reducing stress and fostering resilience.

With 42 years of experience, HUGS has a proven history of generating revenue through diverse funding streams, ensuring program sustainability. On average:

- **37%** of annual revenue comes from grants from private foundations and trusts such as the Dorcy Foundation, McInerny Foundation and GN Wilcox Trust, with plans to apply for these and other grants in 2025.
- **33%** comes from fundraising efforts, including an annual gala in May and the Paddle for HUGS pickleball tournament in November.
- **30%** is derived from individual donations, with the largest push during the year-end giving season.

While specific 2025 funding is not yet secured, HUGS consistently raises necessary resources through grants, events, individual contributions, and government grants. Over the years HUGS has also worked to build operating reserves to support programs in the event of a shortfall in funding.

GIA funding will ensure HUGS' peer support program continues to deliver high-quality, free services, helping reduce family stress, alleviate isolation, and build resilience for Hawaii's families facing serious childhood illnesses.

5. Provide a timeline that is complete, realistic and appropriate to achieve the desired outcomes. This timeline should also be reflected in Section IV. *(3,000 character count limit)*

Month 1 October
Prepare promotional and program evaluation materials.
Plan and conduct 1st of 6 Dad events.
Begin recruiting and training new and older adult volunteers to prepare for and support respite activities throughout Oahu.
Prepare monthly fiscal reports.

Month 2 November
Plan and conduct 1st of 6 Mom events.
Plan and conduct 1st of 6 respite events for HUGS children and siblings.
Recruit, train and coordinate volunteers to prepare for and staff respite event.
Prepare monthly fiscal and program reports.

Month 3 December
Plan and conduct 2nd of 6 Dad events.

Plan and conduct 1st of 3 family events.
Recruit, train and coordinate volunteers to prepare for and staff family event.
Prepare monthly fiscal and program reports.

Month 4 January
Plan and conduct 2nd of 6 Mom events.
Plan and conduct 2nd of 6 respite events for HUGS children and siblings.
Recruit, train and coordinate volunteers to prepare for and staff respite event.
Prepare monthly fiscal and program reports.

Month 5 February
Plan and conduct 3rd of 6 Dad events.
Plan and conduct 3rd of 6 respite event for HUGS children and siblings.
Recruit, train and coordinate volunteers to prepare for and staff respite event.
Prepare monthly fiscal and program reports.

Month 6 March
Plan and conduct 3rd of 6 Mom events.
Plan and conduct 2nd of 3 family events.
Recruit, train and coordinate volunteers to prepare for and staff family event.
Prepare monthly fiscal and program reports.

Month 7 April
Plan and conduct 4th of 6 Dad events.
Plan and conduct 4th of 6 respite event for HUGS children and siblings.
Recruit, train and coordinate volunteers to prepare for and staff respite event.
Prepare monthly fiscal and program reports.

Month 8 May
Plan and conduct 4th of 6 Mom events.
Conduct mid-year participant program survey.
Collect data and analyze mid-year participant program evaluations.
Prepare monthly fiscal, program and data reports.

Month 9 June
Plan and conduct 5th of 6 Dad events.
Plan and conduct 5th of 6 respite events for HUGS children and siblings.
Recruit, train and coordinate volunteers to prepare for and staff respite event.
Prepare monthly fiscal and program reports.

Month 10 July
Plan and conduct 5th of 6 Mom events.
Plan and conduct 3rd of 3 family events.
Recruit, train and coordinate volunteers to prepare for and staff family event
Prepare monthly fiscal and program reports.

Month 11 August
Plan and conduct 6th of 6 Dad events.
Prepare monthly fiscal and program reports.

Month 12 September
Plan and conduct 6th of 6 Mom events.

Plan and conduct 6th of 6 respite events for HUGS children and siblings.
Recruit, train and coordinate volunteers to prepare for and staff respite event.
Prepare monthly fiscal and program reports.
Prepare final program and fiscal reports.
Conduct participant annual program evaluation.

C. Provide evidence of the agency's ability to perform the proposed grant activity through past performance, current capacity and/or plan to acquire the capacity to perform.

1. Provide data that demonstrates proven success in offering the same, similar, or related activities to achieve the proposed outcomes. *(3,000 character count limit)*

The journey of life-threatening childhood illness presents families with complex challenges, including ongoing treatments, setbacks, social isolation, and, at times, bereavement. For 42 years, HUGS has strengthened families on Oahu facing these difficulties by providing long-term, comprehensive peer support services. Through family events, moms-only and dads-only activities, and respite programming, we foster meaningful connections between newly diagnosed families and those with lived experience, helping them build resilience and reduce isolation. As one HUGS mom shared, *"Hugs services helped my family coming out from the darkest place in life after losing a loved one."*

Our peer support programs have a proven track record of success. Historically based at our HUGS Center in Kaimuki, event participation increased when programs and services were expanded to West and Central Oahu, and we expect to engage additional HUGS families with the addition of Windward and North Shore activities.

Between October 2023 and September 2024, HUGS provided services to:

- **1,623 (duplicated) family members** at respite events
- **358 (duplicated) seriously ill children and siblings** through direct respite activities
- **114 (duplicated) mothers** and **113 (duplicated) fathers** in support-specific programming
- **619 duplicated volunteers** contributing to peer support services

In addition to peer support, HUGS addresses family well-being through supplemental services, such as financial assistance for food sustainability and emergency airfare for off-island medical treatments. Our annual SibCamp supports 25 siblings of seriously ill children, allowing them to connect with peers who share similar experiences. Outcomes from the camp include:

- 90% reporting an increased sense of belonging
- 90% learning new coping strategies
- 95% expressing a better attitude toward their ill sibling

HUGS extends its impact through hospital outreach programs at Kapiolani Medical Center, Kaiser Medical Center, and Tripler Army Medical Center, where medical professionals refer families to us and support our weekly hospital visitation programs.

Despite being a small organization, HUGS leverages a robust volunteer network of volunteers to support operations and events. We collaborate with educational institutions such as Kapiolani Community College, Chaminade University, the University of Hawaii at Manoa, and the John A. Burns School of Medicine. Additionally, partnerships with local schools, service groups, businesses, and the military community enable us to recruit, train, and manage

skilled volunteers. These partnerships ensure we sustain high-quality, impactful programs for the families we serve.

Through four decades of proven performance and community collaboration, HUGS has consistently demonstrated the capacity to deliver comprehensive, meaningful support services that strengthen Hawaii's families.

2.Describe the applicant's capacity to successfully achieve the proposed outcomes.
OR
Provide a plan to acquire the capacity to successfully achieve the proposed outcomes (including how the applicant has acquired similar capacity in the past).

Responses should include organizational knowledge, staffing, fiscal resources, facilities and other resources, stakeholders and relationships, and other relevant resources. *(3,000 character count limit)*

HUGS has over 42 years of experience providing comprehensive support services to Oahu's seriously ill children and their families. Our history, combined with annual client satisfaction surveys, regular communication, and close relationships with families, ensures continuous program improvement and responsiveness to emerging needs. This foundation positions HUGS as a trusted and capable organization with a proven ability to achieve impactful outcomes.

HUGS is led by **Executive Director Maureen Purington**, who joined in December 2023 and brings over 20 years of nonprofit management experience. Her expertise spans program design, implementation, operations, donor cultivation, and managing city, state, and federal contracts. Maureen's leadership ensures organizational stability and strategic growth.

HUGS Respite, Peer Support and Family Programs are supported by a dedicated team of five professionals:

Sheryl Kramer, Family Services Program Director (joined June 2021), has nearly 30 years of experience organizing events and coordinating volunteers. She oversees planning and implementing peer support activities, maintaining the calendar of events, and engaging community sponsors and volunteers.

Cara Mukai, Hospital Program Manager (joined April 2023), holds a Bachelor's in Psychology and has over 20 years of experience supporting individuals with physical and mental challenges. She leads hospital visitation programs, coordinates respite services, and assists with peer support and family events.

Kimey Kalua, Ho`okele Case Manager (joined 2021), works with low- to moderate-income families to connect them with essential resources and food assistance programs. She also helps plan and evaluate peer support activities and family events.

Alan Castillo, Community Resource Development Manager (joined February 2017), has over 25 years of experience in volunteer management and community engagement. Alan establishes partnerships, recruits and trains volunteers, and manages volunteer compliance and records.

Marisa Masuda, Administrative and Grants Manager (joined October 2023), oversees financial management, grant compliance, reporting, and cost monitoring. She also supports the Family Services team during HUGS events.

HUGS operates from a centralized facility in Kaimuki, serving as a hub for peer support, administrative operations, and community engagement. Our fiscal systems and administrative processes are robust, ensuring the effective implementation of programs and compliance with grant requirements.

HUGS has established strong relationships with families, community organizations, and volunteers. Key partnerships with hospitals, local businesses, schools, churches, and service groups enable HUGS to sustain and enhance its services. Our volunteer network, consisting of over 1,000 individuals annually, plays a vital role in delivering programs and events.

By leveraging experienced staff, community support, and effective resource management, HUGS is fully equipped to achieve the proposed outcomes and continue supporting Hawaii's families with critically needed services.

D. Describe the applicant's sustainability and/or additional long-term benefit to the community

1. Provide a plan for sustaining and / or expanding activities beyond the applicable grant period. *(2,000 character count limit)*

HUGS ensures long-term sustainability and community impact through diversified funding, resource management, and strategic partnerships. Over the years, we have secured and nurtured lasting relationships with corporate and community sponsors, including Zippy's, Hawaiian Telcom, Locations Foundation, Hawaii Lodging & Tourism Association, First Hawaiian Bank, and Bank of Hawaii. These partnerships, along with ongoing stewardship efforts, are the cornerstone of our financial stability. Additionally, HUGS actively pursues new funding opportunities through private family foundations and philanthropic organizations, such as Laurence H Dorcy Hawaiian Foundation, McInerny Foundation, Hawaii Community Foundation, and G N Wilcox General Trust.

HUGS' business model prioritizes community engagement and resource optimization. Annually, we receive approximately $85,000 in in-kind contributions that directly offset program costs. These donations include facilities, activity supplies, professional services, refreshments, and sponsorships for peer support, respite, and family events. Furthermore, HUGS benefits from a robust volunteer network. Through October 2024, **1,128 duplicated volunteers**, including **39 unduplicated older adults**, contributed over **5,000 service hours**, demonstrating a strong community commitment to our mission.

Our partnerships with medical institutions also play a critical role in sustaining HUGS' programs. Kapiolani Medical Center for Women and Children, Kaiser Medical Center, and Tripler Army Medical Center refer families to our services and support our weekly hospital visitation programs. Additionally, a pediatric physician volunteers as a medical advisor to guide and enhance our services, ensuring alignment with families' medical needs.

Looking ahead, HUGS will continue expanding its reach by strengthening collaborations and diversifying revenue streams. We are exploring opportunities to grow our volunteer base and secure multiyear commitments from existing donors. Moreover, we plan to leverage data from

program evaluations to demonstrate impact, further attracting institutional and individual support.

This multifaceted approach ensures that HUGS' vital programs remain sustainable, adaptable, and impactful, creating lasting benefits for Hawaii's families for years to come.

2. Describe the applicant's capacity and resources to carry out the above plan (staffing, funding, etc.) beyond the grant period. *(2,000 character count limit)*

HUGS is well-equipped to sustain and expand its programs beyond the grant period through its dedicated staff, strong leadership, fiscal responsibility, and community support. Our Programs and Administrative staff are committed to ongoing efforts to secure funding, foster community partnerships, and procure in-kind resources that directly support HUGS' peer support activities across Oahu. A key focus is the recruitment, retention, and growth of our volunteer network, which plays an integral role in service delivery.

Our active and engaged Board of Directors, composed of 19 business leaders from diverse fields, enhances our capacity to sustain programs and secure additional resources. The Board meets regularly to identify growth opportunities, strengthen community connections, and strategize innovative approaches to funding. Their collective expertise and community influence are instrumental in ensuring HUGS' continued success.

We consistently raise awareness of HUGS' peer support programs and activities through a multi-faceted outreach strategy. This includes our website, e-news, and social media platforms, where we highlight participant stories, announce activities, and conduct fundraising initiatives. These efforts engage a broad audience and foster a sense of connection with the HUGS mission.

Additionally, HUGS facilitates a secure, staff-moderated Facebook peer support group, providing a virtual space for HUGS families to share their experiences and support one another. This digital platform complements our in-person programs, enabling us to maintain connections with families across Oahu and the neighbor islands.

Our sustainability efforts are further reinforced by robust community partnerships and long-term supporters. These partnerships not only provide critical funding and resources but also help amplify our mission, ensuring HUGS remains a trusted and visible presence in Hawaii. Through this comprehensive approach, we are confident in our ability to sustain and grow our services, meeting the evolving needs of families for years to come.

E. No CITY funds or assistance.
The highest consideration will be given to applicants that do not receive other funding or any form of assistance from the CITY. While applicants that receive other funding or assistance from the CITY may apply for Grants in Aid funding, the extent of funding or assistance already received in relation to services provided must be considered prior to awarding Grants in Aid funds.

A percentage of the sub-total criteria points will be awarded to Grantees based on the criteria below and the information about past funding / assistance from the CITY that follows.

The applicant has received no award from the CITY within the last 3 years.	**10%**
The applicant has received 1-2 awards from the CITY within the last 3 years.	**7%**
The applicant has received 3-5 awards from the CITY within the last 3 years.	**5%**
The applicant has received between 6-9 awards from the CITY within the last 3 years.	**3%**
The applicant has received 10 or more awards from the CITY within the last 3 years.	**0%**

GRANTEE RECEIPT OF CITY GRANTS

Identify all CITY grants received by Grantee (or Fiscal Sponsor) in the last three (3) years. Information will be verified by the CITY.

1. Grant Activity Name & Contract #: Peer Support for West and Central Oahu Families with Seriously Ill Children CT-DCS-2500032
   Grant Period: November 1, 2024 – October 31, 2025 Grant Amount: $150,000
   Grant Purpose: To build informal peer support networks, reduce social isolation and strengthen resiliency among families with seriously ill children in West and Central Oahu.
   Grant Activity Status: ☒ Underway ☐ Completed ☐ Canceled
   Administrating Division: DCS – Office of Grants Management

2. Grant Activity Name & Contract #: Peer Support for West and Central Oahu Families with Seriously Ill Children #CT-DCS-2400033
   Grant Period: November 1, 2023 – October 31, 2024 Grant Amount: $160,000
   Grant Purpose: To promote positive health outcomes, strengthen resiliency, and decrease stress and social isolation among West and Central Oahu families with a seriously ill child within their own communities
   Grant Activity Status: ☐ Underway ☒ Completed ☐ Canceled
   Administrating Division: DCS – Office of Grants Management

3. Grant Activity Name & Contract #: Peer Support for Oahu Families with Seriously Ill Children #CT-DCS-2100047
   Grant Period: November 16, 2020 – May 15, 2022 Grant Amount: $125,000

Grant Purpose: To build informal peer support networks, reduce geographic barriers to participation, reduce social isolation and strengthen resiliency among families with seriously ill children in West and Central Oahu.
Grant Activity Status: ☐ Underway ☒ Completed ☐ Canceled
Administrating Division: DCS – Office of Grants Management

4. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

5. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

6. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

7. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

8. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

9. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

10. Grant Activity Name & Contract #: _____
    Grant Period: _____ Grant Amount: _____
    Grant Purpose: _____
    Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
    Administrating Division: _____

E. Age Friendly Honolulu (Complete only if applying for the bonus points)
Consideration is to be given to applicants that incorporate the vision and goals of the Age-Friendly Honolulu Program (as codified in ROH Chapter 2, Article 22), including but not limited to (1) enabling residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active; and (2) removing barriers to inclusion for and providing support services to vulnerable residents and/or have physical limitations.

If awarded bonus points for being an Age-Friendly Honolulu project, the Grantee will be subject to additional reporting requirements, including but not limited to name, age, and physical location of seniors being served by the project.

To be eligible for the bonus points as an Age-Friendly Honolulu project an organization must demonstrate the proposal aligns with Age-Friendly Honolulu's priorities by completing the following TWO steps:

1) Go the following website https://www.hiphi.org/age-friendly-honolulu/ to access an Age-Friendly Honolulu training video. The video should be watched by at least one (1) person from the non-profit organization in a leadership position (Executive Director, Administrator, or equivalent). This video will define an "age-friendly city" and explain what types of projects align with the Age-Friendly Honolulu Vision.

2) Complete the section below by selecting which Age-Friendly Honolulu category best fits the activities of your organization and providing a brief description of how your proposal is an Age-Friendly Honolulu project.

☐ Enabling Residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active, particularly at the oldest ages

☒ Providing Kupuna with meaningful roles in the community, including mentors, volunteers, or through intergenerational programming

☐ Removing barriers to support community inclusion and accessibility for persons of all abilities.

3) How is your proposal an Age-Friendly Honolulu Project and explain how your organization can meet the additional reporting requirements if awarded? *(2,000 character count limit)*

HUGS proposes to engage older adults as volunteers in meaningful roles that support the preparation and coordination of our peer support programs. Drawing on over 40 years of experience, we believe volunteers of all ages thrive when matched with tasks aligned to their skills and interests, provided with appropriate training, and recognized for their contributions. Older adult volunteers may assist with preparing activities and materials for children and families, or take on leadership roles in coordinating projects. By fostering teamwork among older adult volunteers, we aim to promote social engagement, build healthy relationships, and create a sense of purpose for participants.

HUGS is fully equipped to meet the additional reporting requirements if awarded. Our existing volunteer database enables us to track and report key data, including the number of individuals served and their residential zip codes. We also regularly document volunteer activities through photographs for promotional and reporting purposes. All volunteers are interviewed to ensure a proper match between their interests and assigned roles, and we maintain detailed records of their contributions. Additionally, we collect case studies and

anecdotes that highlight the impact of volunteering on their lives, further demonstrating the value of their involvement.

To support Age-Friendly Honolulu initiatives, HUGS will actively participate in the monthly Kupuna Collective meetings through our Community Resource Development Manager or a designated representative. This ensures alignment with the project's objectives, facilitates knowledge sharing, and strengthens collaboration with other organizations working to enhance the well-being of older adults in our community.

By integrating older adult volunteers into our programs, HUGS not only enriches the lives of the volunteers but also strengthens our ability to provide comprehensive, community-focused support for Hawaii's families.

APPENDIX A: TIER II GRANT PROPOSAL (Grants $25,000 to $150,000)
SOLICITATION NO. RGP-DCS-GIA2026

Instructions: The proposal below must be completed in full. Responses must be provided in the fillable boxes provided. Where annotated, the fillable boxes have predetermined maximum limits on character counts. Letters, numbers, punctuation marks, and spaces are included in the character count limits.

SECTION I
SUMMARY

A. Grantee Legal Name:	Hui Aloha ʻAina Momona
B. Is Grantee a Fiscal Sponsor?	☐ Yes ☒ No
C. Grant Activity Name:	Community Kuʻi Thursdays

D. Briefly describe the Grantee's background, history (including year established), and mission. *(400 character count limit)*

Hui Aloha ʻAina Momona, founded in 2011, revitalizes Native Hawaiian practices and land stewardship while supporting taro farmers through market access and economic resilience. We've led taro pounding workshops and inspired "Kuʻi Clubs," and during COVID-19, boosted food security with huli and ʻulu distributions. Our work empowers Hawaiʻi's people to sustain cultural heritage and resources.

E. Briefly describe the Grant Activity and public need being filled. *(400 character count limit)*

Our Kuʻi Thursdays address public needs for cultural education, community gathering, and food sustainability. Weekly, we welcome community members to our farm to learn and practice safe traditional poi pounding to feed their ohana. This initiative empowers sustainable living, supports local taro farmers, and fosters food security, cultural preservation, and community well-being.

F. Briefly summarize Grant Activity outcomes and measures of success, including number and description of those served. *(400 character count limit)*

The outcome of *Kuʻi Thursdays* is a community empowered with the skills to confidently and safely pound poi. Each week, we support 1-20 participants, ages 6 and up, ranging from beginners to advanced practitioners. Success will be measured by the annual poundage of kalo processed and participant feedback, reflecting the impact on local farmers and the personal growth of those involved.

G. Council District
Check all districts that will benefit from the Grant Activity. Provide the amount requested per district. Amounts must be in whole numbers only.

☒ District 1 $2,500	☒ District 2 $45,662	☒ District 3 $2,500
☒ District 4 $2,500	☒ District 5 $2,500	☒ District 6 $2,500
☒ District 7 $2,500	☒ District 8 $2,500	☒ District 9 $2,500

Total Amount Requested (must be $25,000 to $150,000)	$65,662

H. Type of Grant Activity (pick ONE category that best reflects the Grant Activity):		
1. Public Services: Projects in this category will support qualified public services and programs for the target populations deemed by the CITY to be most vulnerable.		
☐ A. Public Service – Seniors	☐ B. Public Service - Children	☐ C. Public Service - Disabilities
☐ D. Public Service – Homeless	☐ E. Public Service – Domestic Violence	☐ F. Public Service – Substance Abuse
☐ G. Public Service – Mental Health	☐ H. Public Service – Other (describe):	
2. Arts, Culture, Community/Economic Development, and the Environment: Projects in this category will support the sustainable improvement in the well-being and quality of life of local communities, especially low- to moderate income areas.		
☐ A. Arts	☒ B. Culture	☐ C. Community Development
☐ D. Economic Development	☐ E. Environment	

GRANTEE'S CERTIFICATION AND SIGNATURE

The undersigned, subject to personal liability and penalty under applicable law, certifies that he or she: (i) is authorized to sign this Grant Proposal; (ii) personally prepared or reviewed the matters found in this Grant Proposal (including any related documents/attachments); (iii) asserts all statements made in this Grant Proposal (including all attachments) are true, accurate and complete; (iv) has the requisite skills and knowledge to assert the foregoing certification; and (v) has complied and shall continue to comply with all applicable requirements of Chapter 6, Article 29 of the Revised Ordinances of Honolulu 2021, as amended (Link), regarding private organizations receiving grants of public funds from the City and County of Honolulu.

Please see hard copy

Signature of Grantee (Fiscal Sponsor) Officer

Date

Printed Name and Title:

Please see hard copy

CERTIFICATE OF THE BOARD OF DIRECTORS NO OBLIGATIONS IN ARREARS

The undersigned of the Board ("Grantee") hereby certifies that the Grantee or any principal of the Grantee or sponsored organization (where the Grantee is a Fiscal Sponsor) is not in arrears on any financial or other obligation owed to the City & County of Honolulu, a municipal corporation of the State of Hawaii.

_____
(Signature)

_____
(Print name)

CERTIFICATE OF THE BOARD OF DIRECTORS AUTHORIZATION TO ASSIGN AUTHORITY

The undersigned of the Board ("Grantee") hereby certifies that _____(name), _____(title), has been authorized by the Board of Directors to sign proposals, contracts, and related documents on behalf of the Grantee. Accordingly, I hereby assign the authority by the Board to execute proposals, contracts, and contract amendments on behalf of the Grantee, and further certify that the assigned is given the power and authority to do all things necessary to implement, maintain, amend, or renew such contracts, including but not limited to the delegation of signing authority to another employee of the Grantee.

_____
(Signature)

_____
(Print name)

STATE OF HAWAII)
CITY AND COUNTY OF HONOLULU)

On this _____ day of_____, 202__, before me appeared _____, personally known to me, who, being by me duly sworn, did say that he/she is the _____ of _____ and that the corporation has no corporate seal, and that said instrument was signed in behalf of said corporation by authority of its Board of Directors, and said _____ acknowledged said instrument to be the free act and deed of said corporation.

_____
Notary Public, State of Hawaii

My Commission expires:_____

Doc. Date:_____ # Pages _____
Name: _____ ____ Circuit
Doc. Description: _____
_____
_____
Signature Date
NOTARY CERTIFICATION

SECTION II
GRANT ACTIVITY INFORMATION

A. Describe how the community need, stated problem/issue, and target population are effectively validated. The description must include how the public services' target population is vulnerable or how the arts, culture, community/economic development, or environmental activities will especially support low- to moderate-income areas.

1. Provide substantive data and other qualifying information to demonstrate how the problem/issue impacts the target population and is a community priority that needs to be addressed. *(5,000 character count limit)*

Hui Aloha ʻAina Momona was founded to address the critical needs of the Native Hawaiian community, focusing on food security, cultural preservation, and sustainable land stewardship, which stem from historical, social, and environmental challenges. Hawaiʻi's heavy reliance on imported food, exacerbated by crises like COVID-19, has worsened food insecurity, particularly in low-income Native Hawaiian and rural communities that face higher rates of food insecurity. The state's environmental challenges, such as land degradation and climate change, further threaten food sustainability, making the promotion of self-sufficiency through gardening, agricultural education, and traditional farming practices essential.

Additionally, the erosion of Native Hawaiian traditions, particularly agricultural practices like taro farming, threatens cultural identity and community health. Reviving these practices is crucial for vulnerable populations, many of whom lack the resources to reconnect with their cultural roots, and where socioeconomic challenges limit access to relevant cultural education. Local farmers, particularly those growing taro, face economic challenges in maintaining sustainable practices and competing with imported goods, which reduces the demand for traditional foods like poi and hinders their livelihoods. Low-wage industries in economically disadvantaged areas create further barriers to wealth-building opportunities.

The target population includes low- to moderate-income families, Native Hawaiians, and residents of underserved rural communities, all of whom are vulnerable due to isolation, economic hardship, and limited access to fresh food and cultural education. These groups often face financial difficulties and rely on processed foods, leading to chronic health issues. Native Hawaiians, in particular, experience unique challenges rooted in historical and socioeconomic disparities, compounded by limited access to food security programs and healthcare services. Rural areas, where geographic isolation and lack of infrastructure further hinder access to healthy food and cultural education, are particularly vulnerable. Programs like Kuʻi Thursdays provide an essential space to reconnect with cultural practices and build food security skills.

The need for our services is validated through direct community feedback, partnerships with local farmers and cultural practitioners, and ongoing research. Current participants in our Kuʻi Thursday's workshops show a strong desire to reconnect with cultural food practices and preserve this knowledge for future generations. Collaborations with farmers, schools, and community centers highlight the need for a sustainable market for local crops and demonstrate how our programs increase demand for locally grown kalo. Studies show that food insecurity is a significant issue in Hawaiʻi, particularly for Native Hawaiians, with one in five people in the state experiencing food insecurity. Our program uses arts, culture, and community development to address these needs by teaching traditional practices like poi pounding and sustainable agriculture, fostering a sense of identity, pride, and resilience in economically disadvantaged areas. Supporting local farmers strengthens the economy, ensures access to healthy food, and reduces dependence on expensive, imported goods.

Cultural preservation and food security improve community health by fostering healthy relationships with food, promoting self-sufficiency, and encouraging physical activity. Programs like Kuʻi Thursdays also create social cohesion, bringing together diverse generations and backgrounds, which strengthens communities and helps them navigate the challenges of low-income living. Hui Aloha ʻAina Momona's initiatives, through culturally grounded programs like Kuʻi Thursdays, address critical needs in food security, cultural preservation, and economic resilience, ensuring long-term community development and a thriving future for Hawaiʻi's underserved communities.

B. Describe the proposed plan

1. Provide a description of the Grant Activity. This description will be used as the scope of services in the contract. Describe why you chose this Grant Activity and how it will effectively address the community's problem / need. *(3,000 character count limit)*

Kuʻi Thursdays is a community-driven initiative designed to address food insecurity, cultural preservation, and economic resilience in Hawaiʻi. Every Thursday from 12 PM to 10 PM, we will provide free access to equipment and facilities for community members to come and pound poi. Participants will need to pre-order their kalo (taro) the day before to ensure it is cooked when they arrive. The only charge will be for the cost of the locally sourced kalo.

A contracted kuʻi (poi pounding) specialist will guide participants in using food-safe practices to clean and pound their kalo. Participants will have access to traditional, food-safe equipment like the papa kuʻi ʻai (poi board) and pohaku kuʻi ʻai (pounding stone). Our inventory will offer variety allowing participants to practice different styles and techniques. This setup will provide participants the opportunity to enhance their skills, learn sustainable food practices, and connect with Hawaiian culture through hands-on experience.

We selected Kuʻi Thursdays as the grant activity because it directly addresses several critical community needs, including food security and cultural preservation. Many low-income families in rural Hawaiʻi struggle with food access, and local, nutritious food is often cost-prohibitive. By offering free access to poi-pounding sessions and only charging for the cost of kalo, we ensure that participants have a chance to prepare their own food in a healthy, culturally significant way. This not only supports food security but also encourages self-sufficiency by teaching participants how to process and enjoy locally grown foods.

Moreover, the activity serves to preserve and revitalize Native Hawaiian food traditions, which have been in danger of disappearing due to colonization and urbanization. For many younger generations, there has been a disconnect from cultural practices like taro farming and poi preparation. By providing hands-on lessons in these traditions, Kuʻi Thursdays helps bridge this gap, reconnecting individuals with their heritage and ensuring that future generations will have access to these invaluable cultural practices.

Lastly, the initiative will benefit local farmers by promoting the purchase of locally grown kalo, creating an economic incentive for farmers to continue sustainable practices. This fosters economic resilience within the local agricultural community and strengthens Hawaiʻi's food system by reducing reliance on imported goods.

Kuʻi Thursdays offers a multifaceted solution that addresses food insecurity, cultural disconnection, and economic sustainability, while enriching the lives of underserved Hawaiʻi communities.

2. Provide measurable outcomes, describe how outcomes are aligned with the purposes and priorities of the Grants in Aid Fund, and describe how outcomes directly benefit the target population. *(3,000 character count limit)*

Public Services should begin with a statement of the number of individuals that the Grant Activity will directly benefit during the Grant Term.

Arts, Culture, Community/Economic Development or Environment should begin with a statement as to how the Grant Activity supports the sustainable improvement in the well-being and quality of life of local communities, especially low to moderate income areas.

Kuʻi Thursdays is a community-based program designed to sustainably improve the well-being and quality of life for local communities, particularly those in low- to moderate-income areas. By addressing food security, cultural preservation, and economic resilience, the program directly benefits underserved populations through access to traditional practices and locally sourced food.

The program outcomes align with the priorities of the Grants in Aid Fund by empowering participants to strengthen their cultural identity while supporting economic self-sufficiency. By providing free access to facilities and equipment, we remove financial barriers, ensuring inclusivity and equity. Participants pound poi using locally sourced kalo, contributing to food security for families who may otherwise lack access to nutritious, culturally significant staples. They also receive guidance from a contracted kuʻi specialist, fostering skill development in a supportive environment.

Kuʻi Thursdays will target to purchases 3,600 pounds of starch (kalo or ulu) in 12 months, providing economic support to local taro farmers as well as helping the community obtain the knowledge and experience to process and eat local foods. This bolsters the agricultural economy, sustaining traditional farming practices while promoting food sovereignty. Additionally, by sourcing kalo locally, the program minimizes environmental impacts and encourages sustainable farming.

Outcomes are measurable and impactful: we aim to cumulatively host 480 participants in 12 months which will be monitored through a sign-in sheet at each event. For repeating participants, success of the program will be measured with a survey. Our goal is for our survey to find 80% reporting increased food security and cultural pride and 75% indicating sustained use of these skills. The program also fosters intergenerational learning, with families sharing cultural practices and traditional knowledge, strengthening community bonds.

Kuʻi Thursdays' impact extends beyond individual participants, contributing to the resilience of the broader community. By reducing dependence on imported food and revitalizing cultural traditions, the program addresses systemic challenges affecting vulnerable populations. It promotes health, reduces economic disparities, and strengthens community connections, directly improving the quality of life for Hawaiʻi's underserved communities.

3. Provide an action plan to achieve the stated measurable outcomes. If the Grant Activity involves a partnership, provide a description of each partner's role. Must include measurable milestones, specific events, or other performance measures appropriate to achieving the outcomes. *(3,000 character count limit)*

To achieve the measurable outcomes of Kuʻi Thursdays, we will implement a structured action plan that emphasizes accessibility, cultural education, and community engagement. The plan incorporates measurable milestones, specific events, and continuous performance

tracking to ensure effective delivery of services and meaningful impact for our target population.

Action Plan Overview

1. *Preparation and Logistics:*

- Schedule weekly Kuʻi Thursdays sessions, ensuring facilities and equipment are available from 12 PM to 10 PM.
- Coordinate with local farmers to source at least 3,600 pounds of kalo or ulu annually, ensuring it is sustainably grown and available to participants at a fair price.
- Advertise our program through Instagram and encourage word of mouth through our participants.
- Establish an online/mobile ordering system for participants to request kalo the day before to ensure it is cooked and ready upon arrival.
- Maintain and sanitize equipment, such as papa kuʻi ʻai and pohaku kuʻi ʻai, to meet food safety standards.

2. Participant Engagement and Education

- Host weekly sessions led by our contracted kuʻi specialist to teach participants proper techniques, food safety practices, and cultural significance of poi-making.
- Provide a range of tools and equipment to accommodate diverse styles and skill levels, fostering growth and confidence in participants.

3. Partnerships and Collaboration

- Collaborate with local taro farmers to maintain a reliable supply of high-quality kalo, supporting the local agricultural economy.
- Partner with community organizations to promote the program to low- and moderate-income families and underserved rural populations.
- Engage cultural practitioners to provide additional workshops and demonstrations that deepen participants' understanding of traditional practices.

Measurable Milestones and Performance Measures

- Quarterly Participation Goals: Engage at least 120 participants each quarter, some of which may be repeated participants.
- Skill Development Surveys: For repeated participants, assess the development of their confidence in poi-making skills, with a target of 75% reporting increased confidence.
- Food Security Impact: Survey all participants to measure the program's contribution to food security, aiming for 80% reporting improved access to fresh, nutritious food.
- Economic Support: Track kalo purchases to ensure the program contributes to the sustainability of local kalo and ulu farmers. The goal is to purchase at least 3,600 pounds of starch in 12 months.

Evaluation and Continuous Improvement

- Collect feedback from participants after each session to identify areas for improvement.
- Review progress against quarterly milestones and adjust strategies as needed to maximize impact.

This comprehensive action plan ensures that Kuʻi Thursdays achieves its stated measurable outcomes, fostering cultural pride, improving food security, and supporting economic resilience for underserved communities in Hawaiʻi.

4. Provide a budget narrative that explains how the budget in Section III will achieve the desired outcomes. (*3,000 character count limit)*

The proposed budget is thoughtfully designed to ensure the successful implementation and sustainability of the Kuʻi Thursdays program, achieving the desired outcomes of improving food security, cultural preservation, and community engagement. Each budget item is essential for the effective operation and long-term impact of the program.

Administrative Costs ($15,502): The Director of Sustainability will manage and promote the program, coordinate purchasing, maintain facilities, and oversee waste management systems. Their leadership ensures the program runs smoothly, remains sustainable, and maximizes community impact, directly supporting our mission.

Kuʻi Specialist ($9,600): The contracted kuʻi specialist is integral to teaching participants how to process kalo, pound poi, and follow food-safe practices. Their expertise ensures cultural authenticity and skill-building, empowering participants to reconnect with traditional practices while addressing food security.

Venue Rental and Utilities ($15,600): Renting a space for $12,000 annually ensures a consistent and accessible location for weekly sessions, while $3,600 for utilities supports the safe and hygienic operation of the facility. These costs are essential for creating a welcoming environment for participants.

Program Activity Supplies ($1,200): Cleaning tools, towels, scrapers, bags, and other supplies are crucial for maintaining food safety and ensuring participants have the materials needed for a seamless poi-making experience.

Water Filter Maintenance ($3,000): High-quality, ozonated water is critical for food safety. Regular maintenance ensures the water meets health standards, safeguarding participants and preserving the program's integrity.

Equipment Maintenance and New Purchases ($10,700): Maintaining kuʻi equipment ($3,000) is essential for safety and longevity. Purchasing new poi boards ($4,500), pounders ($3,200), and a pressure washer ($500) ensures participants have reliable, food-safe tools, enhancing their learning experience.

Cooking Equipment and Fuel ($1,300): Purchasing pressure cookers ($1,000) and propane ($300) enables us to cook kalo and ʻulu efficiently, meeting participant needs while minimizing logistical challenges.

Kalo for Demonstrations and Accessibility ($5,760): Purchasing kalo for demonstrations and distributing it to participants unable to buy their own ensures inclusivity and equitable access, allowing more families to benefit from the program.

The budget aligns with the program's outcomes by providing the resources needed to foster cultural education, improve food security, and strengthen community ties. By addressing every operational aspect, this funding ensures Kuʻi Thursdays will sustainably support Hawaiʻi's low- and moderate-income communities, empower participants, and preserve traditional practices for generations to come.

5. Provide a timeline that is complete, realistic and appropriate to achieve the desired outcomes. This timeline should also be reflected in Section IV. *(3,000 character count limit)*

The timeline for the Kuʻi Thursdays program outlines a structured and realistic plan to achieve the desired outcomes, leveraging the momentum of a program that has been running unfunded for nearly 20 years. Below is the year-long timeline, adapted to reflect its ongoing nature and focus on enhancing measurable impact:

Program Enhancement and Survey Design (Month 1)

- Design participant surveys to evaluate program effectiveness, focusing on cultural engagement, skill development, and community impact.
- Finalize logistical details for collecting and analyzing survey responses, ensuring a streamlined process for quarterly reporting.
- Initiate expanded outreach efforts to broaden community participation, emphasizing inclusivity and cultural connection.

Ongoing Weekly Kuʻi Events (Month 2-12)

- Host Kuʻi Thursdays every week, with events running from 12:00 PM to 10:00 PM.
- Participants pre-order kalo the day before, ensuring efficient cooking and readiness for pounding.
- Each week, aim for participants to collectively pound 75 pounds of starch, targeting 3600 pounds of processed poi by year's end.
- Maintain participant engagement at approximately 10 individuals per week, reaching 40 unique participants monthly, with opportunities for repeat attendance.
- Ensure hands-on instruction in food-safe practices at every event, provided by the contracted kuʻi specialist using traditional tools.

Survey Collection and Quarterly Analysis

- Monthly Surveys: Distribute post-event surveys to participants, aiming for a 25% response rate (approximately 10 responses per month).
- Quarterly Analysis: Analyze survey data to assess participant satisfaction, cultural skills learned, and overall program impact. Use findings to adjust program delivery and optimize outcomes.

Mid-Year Review (Month 6)

- Conduct a progress review with staff, including the Director of Sustainability and kuʻi specialist.
- Evaluate participant attendance, total starch processed, and survey results. Identify any operational challenges and adjust strategies to remain aligned with goals.

End-of-Year Milestones (Month 12)

- Host the 52nd Kuʻi Thursday, culminating the year's activities.
- Conduct a comprehensive analysis of survey data to measure outcomes, including the goal of processing 3600 pounds of starch and meaningful community engagement.
- Compile an annual report summarizing outcomes, community benefits, and opportunities for future program enhancements.

This timeline reflects a commitment to sustaining and expanding the impact of Kuʻi Thursdays, ensuring measurable benefits for the community while preserving and promoting Native Hawaiian cultural practices.

C. Provide evidence of the agency's ability to perform the proposed grant activity through past performance, current capacity and/or plan to acquire the capacity to perform.

1. Provide data that demonstrates proven success in offering the same, similar, or related activities to achieve the proposed outcomes. *(3,000 character count limit)*

Hui Aloha ʻAina Momona has demonstrated consistent success in offering Kuʻi Thursdays for nearly 20 years, operating entirely without external funding. This program has relied on the dedication of community volunteers, who have made its weekly operation possible. The longevity and community-driven nature of Kuʻi Thursdays highlight the strong demand for and impact of this initiative, underscoring its importance to the community.

Over the years, the program has consistently engaged participants from across the region, with many attending regularly and bringing their families to learn traditional practices. On average, the community collectively pounds thousands of pounds of poi annually, directly contributing to food security and cultural preservation. This success is evidenced by the steady attendance at weekly events, reflecting the program's relevance and value to Native Hawaiian and low- to moderate-income families seeking affordable and culturally enriching food preparation opportunities.

Feedback from participants has repeatedly emphasized the importance of Kuʻi Thursdays as a space for cultural reconnection, skill development, and community building. Informal surveys and participant testimonials have shown that individuals value the opportunity to learn food-safe practices, use traditional tools, and engage with peers in a meaningful way. Participants often share how this program has helped them reconnect with their heritage while improving their food self-sufficiency and cultural knowledge.

The community's unwavering support over two decades serves as a clear indicator of the program's success. However, continued reliance on volunteer efforts alone is unsustainable. Funding will enable the program to scale its impact, ensuring its continued operation and enhancing its effectiveness. With proper resources, Hui Aloha ʻAina Momona can further strengthen Kuʻi Thursdays by maintaining food-safe facilities, providing professional instruction, and supporting the sustainability of its operations.

By securing funding, the program will not only continue to meet the demonstrated need but also elevate its ability to track measurable outcomes and expand its reach, ensuring long-term benefits for the community. The 20-year history of success proves the program's ability to deliver meaningful outcomes, and funding will allow this legacy to thrive and grow.

2. Describe the applicant's capacity to successfully achieve the proposed outcomes.
OR
Provide a plan to acquire the capacity to successfully achieve the proposed outcomes (including how the applicant has acquired similar capacity in the past).

Responses should include organizational knowledge, staffing, fiscal resources, facilities and other resources, stakeholders and relationships, and other relevant resources. *(3,000 character count limit)*

Hui Aloha ʻAina Momona is well-equipped to successfully achieve the proposed outcomes for Kuʻi Thursdays, drawing on nearly two decades of experience, strong community relationships, and a proven track record in cultural and food sovereignty programming. Our organization's deep understanding of program management, cultural education, and community engagement ensures our capacity to deliver impactful results.

Our team, including a Director of Sustainability and a contracted Kuʻi specialist, plays a key role in the program's execution. The Director will oversee logistics, purchasing, and waste management systems, ensuring the program runs smoothly and sustainably. The Kuʻi specialist will provide essential hands-on training in traditional poi preparation, ensuring food safety and the preservation of cultural knowledge. Volunteers, many of whom are repeat participants, support various aspects of the program, from equipment maintenance to program activities, ensuring consistent delivery and community involvement.

We have significant organizational knowledge from years of running Kuʻi Thursdays, which have been supported by volunteers and community commitment. This long-standing operation provides a solid foundation for managing the program effectively. We also have a proven framework for delivering programming that aligns with the needs and values of Native Hawaiian and low- to moderate-income families, ensuring cultural authenticity and operational success.

Our facilities are centrally located and equipped with essential tools for traditional poi preparation, including sustainably sourced papa kuʻi ʻai (poi boards) and pohaku kuʻi ʻai (stone pounders). These food-safe, culturally significant tools provide participants with the opportunity to learn and practice sustainable food preparation methods. We also have the necessary infrastructure to maintain these tools and facilities, which will be supported by the proposed funding.

Hui Aloha ʻAina Momona has built strong relationships with local farmers, cultural practitioners, and community organizations over the years. These partnerships help us source locally grown kalo and offer culturally relevant education, which reinforces our mission of food security and cultural preservation. Our collaborations with community leaders and participants ensure that the program remains responsive to community needs.

Despite running for nearly 20 years without external funding, we have consistently delivered high-quality programming. Our experience in managing limited resources responsibly, combined with the proposed funding, will expand our capacity to achieve the desired outcomes. With our organizational expertise, dedicated staff, and community support, we are confident in our ability to successfully execute and sustain the Kuʻi Thursdays program.

D. Describe the applicant's sustainability and/or additional long-term benefit to the community

1. Provide a plan for sustaining and / or expanding activities beyond the applicable grant period. *(2,000 character count limit)*

Hui Aloha ʻAina Momona is committed to ensuring the sustainability and expansion of Kuʻi Thursdays beyond the grant period, and even in the absence of funding. Our program has been successfully running for nearly 20 years, relying on volunteer support and community engagement, which demonstrates the community's strong commitment to its continuation.

To ensure the long-term sustainability of the program, we plan to build on our existing community partnerships, including collaborations with local farmers, cultural practitioners, and community organizations. These relationships will help secure in-kind donations and shared resources, which will reduce operational costs and enhance program delivery.

Additionally, we will focus on expanding participant involvement by increasing outreach and engagement, ensuring more families, especially from underserved areas, can benefit from the

program. We will encourage participants to share their knowledge with others, fostering a cycle of intergenerational learning and community resilience. This “train-the-trainer” approach will empower participants to become ambassadors of cultural preservation and food security, further embedding Ku‘i Thursdays within the fabric of the community.

We also plan to explore alternative revenue streams, such as offering workshops for a small fee or partnering with local organizations for educational programming. By diversifying our funding sources, we will strengthen the program’s ability to continue independently.

Overall, our goal is for Ku‘i Thursdays to evolve into a generational tradition that can be passed down, contributing to the long-term well-being of the community and sustaining Native Hawaiian cultural practices for years to come.

2. Describe the applicant’s capacity and resources to carry out the above plan (staffing, funding, etc.) beyond the grant period. *(2,000 character count limit)*

Hui Aloha ‘Aina Momona has a strong track record of successfully managing and sustaining community-based programs, particularly Ku‘i Thursdays, which has been operating for nearly 20 years without funding. This history demonstrates our capacity to continue the program long-term, even in the absence of ongoing grants. Our established relationships with local farmers, cultural practitioners, and community partners are key resources that will support the sustainability of the program. These partners are deeply invested in our mission and have shown willingness to contribute in-kind support, which will reduce operational costs and ensure the program continues effectively.

We have a dedicated, experienced team, including staff who have a deep understanding of the community’s needs and the program's goals. The Director of Sustainability plays a critical role in managing the program, coordinating volunteers, and maintaining our facilities. Additionally, the ongoing support of community volunteers further ensures the program’s sustainability.

In the future, we plan to apply for additional grants to secure further funding for program expansion and sustainability. Our previous successes in managing the program and building a solid network of supporters provide a strong foundation for seeking and managing future grants. Additionally, our ongoing relationships with local farmers, schools, and organizations will help strengthen future grant applications, as we can demonstrate broad community support and proven impact.

Finally, the community’s active participation and interest in Ku‘i Thursdays indicate the program’s potential for continued growth and intergenerational impact, further reinforcing our ability to sustain the program with or without external funding.

E. No CITY funds or assistance.
The highest consideration will be given to applicants that do not receive other funding or any form of assistance from the CITY. While applicants that receive other funding or assistance from the CITY may apply for Grants in Aid funding, the extent of funding or assistance already received in relation to services provided must be considered prior to awarding Grants in Aid funds.

A percentage of the sub-total criteria points will be awarded to Grantees based on the criteria below and the information about past funding / assistance from the CITY that follows.

The applicant has received no award from the CITY within the last 3 years.	**10%**
The applicant has received 1-2 awards from the CITY within the last 3 years.	**7%**
The applicant has received 3-5 awards from the CITY within the last 3 years.	**5%**
The applicant has received between 6-9 awards from the CITY within the last 3 years.	**3%**
The applicant has received 10 or more awards from the CITY within the last 3 years.	**0%**

GRANTEE RECEIPT OF CITY GRANTS

Identify all CITY grants received by Grantee (or Fiscal Sponsor) in the last three (3) years. Information will be verified by the CITY.

1. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

2. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

3. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

4. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled

E. Age Friendly Honolulu (Complete only if applying for the bonus points)
Consideration is to be given to applicants that incorporate the vision and goals of the Age-Friendly Honolulu Program (as codified in ROH Chapter 2, Article 22), including but not limited to (1) enabling residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active; and (2) removing barriers to inclusion for and providing support services to vulnerable residents and/or have physical limitations.

If awarded bonus points for being an Age-Friendly Honolulu project, the Grantee will be subject to additional reporting requirements, including but not limited to name, age, and physical location of seniors being served by the project.

To be eligible for the bonus points as an Age-Friendly Honolulu project an organization must demonstrate the proposal aligns with Age-Friendly Honolulu's priorities by completing the following TWO steps:

1) Go the following website https://www.hiphi.org/age-friendly-honolulu/ to access an Age-Friendly Honolulu training video. The video should be watched by at least one (1) person from the non-profit organization in a leadership position (Executive Director, Administrator, or equivalent). This video will define an "age-friendly city" and explain what types of projects align with the Age-Friendly Honolulu Vision.

2) Complete the section below by selecting which Age-Friendly Honolulu category best fits the activities of your organization and providing a brief description of how your proposal is an Age-Friendly Honolulu project.

☐ Enabling Residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active, particularly at the oldest ages

☐ Providing Kupuna with meaningful roles in the community, including mentors, volunteers, or through intergenerational programming

☐ Removing barriers to support community inclusion and accessibility for persons of all abilities.

3) How is your proposal an Age-Friendly Honolulu Project and explain how your organization can meet the additional reporting requirements if awarded? *(2,000 character count limit)*

Proposal 79

APPENDIX A: TIER II GRANT PROPOSAL (Grants $25,000 to $150,000)
SOLICITATION NO. RGP-DCS-GIA2026

Instructions: The proposal below must be completed in full. Responses must be provided in the fillable boxes provided. Where annotated, the fillable boxes have predetermined maximum limits on character counts. Letters, numbers, punctuation marks, and spaces are included in the character count limits.

SECTION I
SUMMARY

A. Grantee Legal Name:	Hui Mālama O Ke Kai Foundation
B. Is Grantee a Fiscal Sponsor?	☐ Yes ☒ No
C. Grant Activity Name:	Hui Mālama O Ke Kai (HMK) Culture-based Youth Development & Family Strengthening Programs
D. Briefly describe the Grantee's background, history (including year established), and mission. *(400 character count limit)*	
The Hui Mālama O Ke Kai Foundation (HMK) was created as a grassroots effort in 1998, incorporated in 2002 and obtained 501(c)3 status in 2004. The mission of HMK is to create a place of belonging, inspire self-efficacy, and cultivate an engaged community.	
E. Briefly describe the Grant Activity and public need being filled. *(400 character count limit)*	
HMK will provide a system of youth and family/community programs that address the alarming socio-economic, educational/achievement and health quality gaps prevalent in the Waimānalo community.	
F. Briefly summarize Grant Activity outcomes and measures of success, including number and description of those served. *(400 character count limit)*	
In FY26, the HMK system of programs will support the personal, cultural and academic development and improved nutrition/ fitness of 100 4th-12th graders through daily afterschool programming, and 150 individuals from program families or the broader community.	
G. Council District **Check all districts that will benefit from the Grant Activity. Provide the amount requested per district. Amounts must be in whole numbers only.**	
☐ District 1 $	☐ District 2 $	☒ District 3 $150,000
☐ District 4 $	☐ District 5 $	☐ District 6 $
☐ District 7 $	☐ District 8 $	☐ District 9 $
Total Amount Requested (must be $25,000 to $150,000)	$150,000	

H. Type of Grant Activity (pick ONE category that best reflects the Grant Activity):		
1. Public Services: Projects in this category will support qualified public services and programs for the target populations deemed by the CITY to be most vulnerable.		
☐ A. Public Service – Seniors	☒ B. Public Service - Children	☐ C. Public Service - Disabilities
☐ D. Public Service – Homeless	☐ E. Public Service – Domestic Violence	☐ F. Public Service – Substance Abuse
☐ G. Public Service – Mental Health	☐ H. Public Service – Other (describe):	
2. Arts, Culture, Community/Economic Development, and the Environment: Projects in this category will support the sustainable improvement in the well-being and quality of life of local communities, especially low- to moderate income areas.		
☐ A. Arts	☐ B. Culture	☐ C. Community Development
☐ D. Economic Development	☐ E. Environment	

GRANTEE'S CERTIFICATION AND SIGNATURE

The undersigned, subject to personal liability and penalty under applicable law, certifies that he or she: (i) is authorized to sign this Grant Proposal; (ii) personally prepared or reviewed the matters found in this Grant Proposal (including any related documents/attachments); (iii) asserts all statements made in this Grant Proposal (including all attachments) are true, accurate and complete; (iv) has the requisite skills and knowledge to assert the foregoing certification; and (v) has complied and shall continue to comply with all applicable requirements of Chapter 6, Article 29 of the Revised Ordinances of Honolulu 2021, as amended (Link), regarding private organizations receiving grants of public funds from the City and County of Honolulu.

Signature of Grantee (Fiscal Sponsor) Officer
Printed Name and Title: Mailelaulii Ah Sam, Executive Director

11/19/2024
Date

CERTIFICATE OF THE BOARD OF DIRECTORS NO OBLIGATIONS IN ARREARS

The undersigned of the Board ("Grantee") hereby certifies that the Grantee or any principal of the Grantee or sponsored organization (where the Grantee is a Fiscal Sponsor) is not in arrears on any financial or other obligation owed to the City & County of Honolulu, a municipal corporation of the State of Hawaii.

(Signature)

Ashley Ono
(Print name)

CERTIFICATE OF THE BOARD OF DIRECTORS AUTHORIZATION TO ASSIGN AUTHORITY

The undersigned of the Board ("Grantee") hereby certifies that Mailelaulii Ah Sam (name), Executive Director (title), has been authorized by the Board of Directors to sign proposals, contracts, and related documents on behalf of the Grantee. Accordingly, I hereby assign the authority by the Board to execute proposals, contracts, and contract amendments on behalf of the Grantee, and further certify that the assigned is given the power and authority to do all things necessary to implement, maintain, amend, or renew such contracts, including but not limited to the delegation of signing authority to another employee of the Grantee.

(Signature)

Mailelaulii Ah Sam
(Print name)

STATE OF HAWAII)
CITY AND COUNTY OF HONOLULU)

On this 18 day of November, 2024, before me appeared Mailelaulii Ah Sam, personally known to me, who, being by me duly sworn, did say that he/she is the Executive Director of Hui Malama O Ke Kai Foundation and that the corporation has no corporate seal, and that said instrument was signed in behalf of said corporation by authority of its Board of Directors, and said She acknowledged said instrument to be the free act and deed of said corporation.

Notary Public, State of Hawaii

My Commission expires: 10/08/2025

BRITTNEY PARK NOTARY PUBLIC No. 17-401 STATE OF HAWAII

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Doc. Date: 11/18/2024 # Pages 6
Name: Brittney Park 1st Circuit
Doc. Description: GIA 2026

Signature 11/18/24 Date

NOTARY CERTIFICATION

SECTION II
GRANT ACTIVITY INFORMATION

A. Describe how the community need, stated problem/issue, and target population are effectively validated. The description must include how the public services' target population is vulnerable or how the arts, culture, community/economic development, or environmental activities will especially support low- to moderate-income areas.

1. Provide substantive data and other qualifying information to demonstrate how the problem/issue impacts the target population and is a community priority that needs to be addressed. *(5,000 character count limit)*

HMK serves 100 youth and families in the Native Hawaiian community of Waimānalo. According to the U.S. Census, the greater Waimānalo community is home to 9,815 residents, approximately one-third of whom are Native Hawaiian. Of the students attending elementary and intermediate schools in Waimānalo, 3 out of 4 are Native Hawaiian. In addition, 8.0% of Waimānalo families are below the poverty level compared with 6.6% statewide. Moreover, 19.9% of households receive food stamps/SNAP (6.6% statewide), and for Native Hawaiian and Other Pacific Islander households the rate is nearly double at 39.7%. All of the community's DOE primary schools are categorized as high-poverty schools.

Waimānalo's Native Hawaiian community faces numerous challenges including physical and mental health and behavioral risks, academic risk factors, and cultural factors resulting from displacement and historical trauma. Compared to other ethnic populations in Hawai`i, Native Hawaiian children are at risk for child abuse and neglect, juvenile delinquency, substance abuse, suicide, obesity, and drowning (see Table 1). Obesity disproportionately affects Native Hawaiian children with nearly 3 out of every 10 Native Hawaiian children considered obese. Moreover, obesity in youth is associated with physical and psychosocial risk factors such as high blood pressure and cholesterol, low self-esteem, and stigmatization.

Table 1: Health and Behavior Risks of Native Hawaiian Youth

	Native Hawaiian	State
Youth obesity	27%	13%
Teens with suicidal thoughts	31%	28%
Teens who ever used illicit drugs	36%	27%
Teens who vape/use e-cigarettes	21%	14%
Drowning death rate of children (deaths per 100,000)	11.4	3.2
Child abuse and neglect (proportion of all cases)	38%	-
Juvenile arrests (proportion of all arrests)	28%	-

Source: Hawaii Health Matters (2021)

Many Native Hawaiian youth also experience significant academic challenges. A disproportionate number of Native Hawaiian youth from Waimānalo come from low-income families, are over-represented in special education, and are not proficient on standardized assessments of math, language arts, and science (see Table 2). In addition, they have disturbingly high rates of chronic absenteeism. Attending school is arguably the most critical component of student success and is a prime predictor of future economic and emotional stability. On average, the majority (44%) of students from the target schools were chronically absent in academic year 2022-23, which is fourteen points higher than their peers statewide (30%). While students from the target schools score considerably lower than their peers in

language arts and science, their underachievement in math is of particular concern: 75% of target school students are not considered proficient in math, compared to 60% of their statewide peers. Research demonstrates that mathematics provides students with the critical ability to learn and think logically in any field of endeavor and that the skills of learning today are more important than knowledge, which is so readily available on the Internet.

Table 2. Academic Challenges of Students in Select Target Schools (%)

	Native Hawaiian	Free/Red Lunch	SPED	Chronic Absenteeism	***Not*** Proficient		
					Math	LA	Science
State DOE Target Schools	24%	50%	11%	30%	60%	48%	60%
Pope Elementary	89	100*	16	48	77	63	79
Mālama Honua PCS	68	50	9	39	64	54	70
Waimānalo El & Inter	65	100*	22	55	85	75	81
Kailua High	44	50	19	32	72	32	56
Target School Average	**67%**	**75%**	**17%**	**44%**	**75%**	**56%**	**72%**
Difference (State/Target School)	**↑43%**	**↑25%**	**↑ 6%**	**↑14%**	**↑15%**	**↑8%**	**↑12%**

*Source: Hawai'i Department of Education, SY 2022-23; n/a = not applicable; * Participating in Community Eligibility Provision.*

Due to many of the issues described above, Native Hawaiian youth are not prepared for college or careers. Compared to their peers, fewer Native Hawaiian students graduate from high school in 4 years and far fewer enroll in 4-year colleges. In fact, only 8% of Native Hawaiian students from the target high school enrolled in a 4-year college in 2022. This explains in part why only 16% of Native Hawaiian residents 25 years and older in Waimānalo have attained a bachelor's degree or higher, which is less than half the rate in Hawai'i (34%).

Table 3. College Readiness Profile of Target High School, Class of 2022

	Kailua High School	Statewide
Number of high school completers	180	11,430
On-time graduation rate (all students)	81%	86%
(Native Hawaiian students)	79%	84%
Public IHE enrollment rate (all students)	46%	31%
(Native Hawaiian students)	25%	23%
4-yr college enrollment rate (all students)	28%	33%
(Native Hawaiian students)	8%	18%

Source: Hawai`i Department of Education, ESSA Report, SY 2021-22 (note: Some data not available for SY 2022-23 so data for Class of 2022 presented here).

B. Describe the proposed plan

1. Provide a description of the Grant Activity. This description will be used as the scope of services in the contract. Describe why you chose this Grant Activity and how it will effectively address the community's problem / need. *(3,000 character count limit)*

HMK provides the Keiki & ʻŌpio After-school Youth programs (grades 4th-12th) and the ʻOhana Family Strengthening/Community Building program. The Keiki & ʻŌpio After-school Youth programs serve 100 youth from grades 4th-12th. HMK works directly with community DOE schools to identify and support vulnerable students who are in the most need of support services. During the 2023-2024 program year, after-school participants were engaged in over 500 hours of youth enrichment programming which consist of an hour of homework help, two healthy snacks which includes a fresh fruit and/or vegetable, cultural protocols, and the *E Kūkulu I Nā Alakaʻi Hawaiʻi*, Building Hawaiian Leaders program curriculum which provides culturally grounded ocean- and land-based activities.

The ʻOhana Family Strengthening/Community Building program organizes monthly workshops to cultivate familial and communal relationships through culture-based activities that focus on education, identity, and traditional practices. The intention is to further serve the Waimānalo youth with extended services to their families and the larger community. This approach strengthens family bonding, nurtures vital relationships, and supports meaningful connections that build community capacity.

Schools serving Waimānalo's youth have always had very high concentrations of Native Hawaiian children, yet traditional learning environments have not considered the students' cultural background or esteem, and this has often resulted in a lack of success. The Kamehameha Schools, Hawaiʻi Department of Education, and Nā Lei Na'auao, conducted a collaborative study of culture-based education (CBE). They found that CBE positively impacts student socio-emotional well-being and that enhanced socio-emotional well-being, in turn, positively affects math and reading test scores.

Lack of parental involvement has also been documented in multiple Hawaiʻi State School Performance Reports as a contributing factor in overall poor student performance, particularly in grades 11-12. HMK's programs thus embrace family and culture in serving students. HMK's ultimate objective is to strengthen the Waimānalo community, particularly the economically and socially disadvantaged Native Hawaiian population. The key to achieving this objective is to reach youth at an early age and ensure that they succeed academically, develop healthy habits, and are college and/or career ready.

The scope of services will include, but not be limited to, the implementation and delivery of:

- The intensive HMK Keiki and ʻŌpio After-school Youth Development & Leadership Programs serving 100 4th-12th graders from approx. 2:00pm-6:00pm each day after school, following the DOE calendar and over the course of four, 8-week sessions.
- The HMK ʻOhana Program serving at least 250 individuals from the after-school program and community families through multiple culture-based family strengthening and community building projects including the culture-based development of HMK's new site.

2. Provide measurable outcomes, describe how outcomes are aligned with the purposes and priorities of the Grants in Aid Fund, and describe how outcomes directly benefit the target population. *(3,000 character count limit)*

Public Services should begin with a statement of the number of individuals that the Grant Activity will directly benefit during the Grant Term.

Arts, Culture, Community/Economic Development or Environment should begin with a statement as to how the Grant Activity supports the sustainable improvement in the well-being and quality of life of local communities, especially low to moderate income areas.

HMK's ultimate objective is to strengthen the Waimānalo community, particularly the economically and socially disadvantaged Native Hawaiian population. The key to achieving this objective is to reach youth at an early age and ensure that they succeed academically, develop healthy habits, and are college and/or career ready. To create this change, HMK focuses on four goals, each of which is further supported by the achievement of clear outcomes.

The primary goals of the HMK programs are:

1. STRENGTHEN PERSONAL DEVELOPMENT
    - Outcome 1.a: At least 70% of active youth participants will demonstrate measurable thriving behaviors (i.e. positive internal and external assets).
    - Objective 1.b: At least 70% of active youth participants will exhibit prosocial behaviors demonstrating an understanding and practice of Hawaiian cultural values.

2. IMPROVE HEALTH THROUGH PROMOTION OF PHYSICAL FITNESS & NUTRITION
    - Outcome 2.a: At least 70% of active youth participants will engage in physical activity for at least two hours per week while in programs and improve personal health, ocean safety and recreation skills
    - Outcome 2.b: At least 70% of active youth participants will increase their awareness and adoption of healthy eating habits

3. SUPPORT ACADEMIC DEVELOPMENT
    - Outcome 3.a: At least 70% of active youth participants will demonstrate critical thinking and problem-solving skills in school
    - Outcome 3.b: At least 70% of active youth participants will demonstrate positive academic behaviors (i.e. school attendance, class participation).

4. SUPPORT CAREER READINESS
    - Outcome 4.a: At least 70% of active older youth participants will increase their career readiness skills

The above outcomes directly and tangibly benefit the children and families of Waimānalo, particularly vulnerable Native Hawaiian youth. Our programs offer opportunities and support services to combat the social, economic, and cultural challenges prevalent in Waimānalo. Moreover, as described below, our culturally based after-school, ʻohana, and community programs have successfully achieved these outcomes over multiple years.

3. Provide an action plan to achieve the stated measurable outcomes. If the Grant Activity involves a partnership, provide a description of each partner's role. Must include measurable milestones, specific events, or other performance measures appropriate to achieving the outcomes. *(3,000 character count limit)*

To achieve the previously stated measurable outcomes, HMK has created a comprehensive and effective action plan with the following Activity Sets and corresponding priority goals:

ACTIVITY SET 1 - Ocean/Outdoor Recreation/Education: swimming, bodyboarding, surfing, stand up paddling, canoe paddling, canoe sailing, canoe surfing, snorkeling, tide pooling,

fishing, work in loʻi (taro patch), work in loko iʻa (fish pond), gardening, hiking, gym/field sports/activities in support of GOAL 1 - STRENGTHEN PERSONAL DEVELOPMENT; GOAL 2 - IMPROVE HEALTH THROUGH PROMOTION OF PHYSICAL FITNESS & NUTRITION

ACTIVITY SET 2 - Cultural Activities/Environmental Stewardship: values training, visits to wahi pana (significant cultural and historic sites) and museums, practicing cultural protocol, beach/stream cleanups, invasive species removal, water quality testing, public speaking/presentations, traditional arts & crafts (feather work, weaving, wood work, etc.), traditional performing arts and food preparation, lāʻau lapaʻau (traditional medicine) in support of GOAL 1 - STRENGTHEN PERSONAL DEVELOPMENT; GOAL 2 - IMPROVE HEALTH THROUGH PROMOTION OF PHYSICAL FITNESS & NUTRITION

ACTIVITY SET 3 - Community Involvement/Service: youth driven community service projects, involvement in community events (presentations and exhibits), visits to the state capitol and ʻIolani palace, visits to elder housing, public speaking/presentations, service activities with local senior citizen groups, peer mentoring, hula and community event performances in support of GOAL 1 - STRENGTHEN PERSONAL DEVELOPMENT; GOAL 2 - IMPROVE HEALTH THROUGH PROMOTION OF PHYSICAL FITNESS & NUTRITION; GOAL 3 - SUPPORT ACADEMIC DEVELOPMENT; GOAL 4 - SUPPORT CAREER READINESS

ACTIVITY SET 4 - Academic Support/Career Planning: after school homework help, 1:1 academic assistance and tutoring, internships, apprenticeships, independent study projects, attending college fairs, guest speakers and visits with professionals, planning meetings with school staff and parents in support of GOAL 3 - SUPPORT ACADEMIC DEVELOPMENT; GOAL 4 - SUPPORT CAREER READINESS

ACTIVITY SET 5 – Family-Based Activities: health/culture fair, family retreat, orientation camps, monthly ʻohana activities, adult/child mentoring, nutrition education/healthy snack program, multi-week cultural development workshops, weekend service projects in support of GOAL 1 - STRENGTHEN PERSONAL DEVELOPMENT; GOAL 2 - IMPROVE HEALTH THROUGH PROMOTION OF PHYSICAL FITNESS & NUTRITION

4. Provide a budget narrative that explains how the budget in Section III will achieve the desired outcomes. (*3,000 character count limit)*

Salaries & Wages:
This budget category includes a total of .75 FTE personnel funded by this project. The Executive Director (.25 FTE) is an administrative/supervisory position. The Executive Director will be responsible for the oversight, administration, and overall support of the programs. This position will also be responsible to manage the grant funds and reporting requirements, ensuring fiscal integrity and that target deliverables are met. The Program Coordinator (.50 FTE) is a direct service position. The coordinator will provide direct services to program participants to deliver culture-based curriculum and support targeted deliverables.

Professional and Contractual Fees:
To support fiscal management of the program, the organization will contract a Bookkeeper and an Accountant. Payroll and HR services will be contracted to support fiscal management and reporting requirements.

Other Costs:
The Hui Mālama O Ke Kai Foundation operates on an 11-acre site in Waimānalo. Funding through the City & County Grants-In-Aid will support Office Utilities, Office Maintenance/Repair and/or Security, and Telecommunications costs that are vital to the programs we offer the youth and families of our community. Our programs successfully developed an excellent culture-based curriculum with Pacific Resources for Educations and Learning (PREL) that incorporates ʻāina-based and ocean-based learning. This budget category includes Program Activities Supplies to support the ʻāina and ocean activities; Consumable Office Supplies to provide healthy snacks to program participants, and Student Transportation expenses that support the safe transportation of our youth program participants from their schools to our site and to various activity locations within the community.

5. Provide a timeline that is complete, realistic and appropriate to achieve the desired outcomes. This timeline should also be reflected in Section IV. *(3,000 character count limit)*

HMK Programmatic Timeline (Oct. 2025-Sept. 2026):

OCTOBER – After-school programming, ʻOhana Family Strengthening Activities begin.

NOVEMBER to MAY – After-school Programming, ʻOhana Family Strengthening Activities continue.

JUNE – After-school Programming and ʻOhana Family Strengthening Activities closed; Close-out of program year (program evaluation, supplies/equipment inventory, performance evaluations, policy review, etc.); Summer Program begins.

JULY – Preparation/planning for upcoming program year; maintenance/repairs on equipment and site; supplies acquisition; paid time off and/or summer non-work period.

AUGUST – Staff/intern orientation/training; participant recruitment; individual meetings with families, program prep.

SEPTEMBER – Family meetings continue; orientation dinner and camp; continued staff/intern training; collaboration meetings w/ DOE teachers, program prep.

The Youth Program will serve a target of 25 participants from 4th-12th grade during each session for a total of 100 youth participants:

Oct – Dec (8-week session) – 25 youth participants
Jan – March (8-week session) – 25 youth participants
March – May (8-week session) – 25 youth participants
June (4-week session) - 25 youth participants
July – September – Evaluations, planning meetings, cleaning, inventory, program prep

The ʻOhana/Kaiāulu Family Strengthening Program will serve a target of 150 individual participants:
Oct – July (monthly activities/workshops) – 25 individual participants each month
Aug – September - Evaluations, planning meetings, cleaning, inventory, program prep

HMK Evaluation Timeline & Tools Administered to Program Participants:

- HMK Values Rubric - Pre/Post in Oct/May; Addresses HMK Goal 1, Obj 1.b; triangulates culturally competent findings.
- Developmental Assets Profile - Pre/Post in Oct/May; Addresses HMK Goal 1, Obj 1.a; dev. by TSI; reliable and validated.
- Modified Hawaiian Cultural Connectedness Survey - Pre/Post in Oct/May; HMK Goal 1, Obj 1.b; dev. by KS; reliable and validated.
- HMK Parent Survey - Retrospective Pre/Post in May; Addresses HMK Goals 1-4, Obj 1.a, 1.b, 2.b, 3.a, 3.b, 4.a; clarifies & triangulates findings.
- HMK Parent Interview - Retrospective Pre/Post in May; Addresses HMK Goals 1-4, Obj 1.a, 1.b, 2.b, 3.a, 3.b, 4.a; clarifies & triangulates findings.
- HMK Attendance/Participation Records - On-going/Daily; Addresses HMK Goals 1-4, All Objs; validates activity participation.
- HMK Swim/Water Safety Assessment – Pre/Post in Oct/May; Addresses HMK Goal 2, Obj 2.a; tracks water confidence & physical fitness.
- HMK Healthy Habits Questionnaire – Pre/Post in Oct/May; Addresses HMK Goal 2, Obj 2.b; tracks healthy habits.
- HMK DOE Staff Survey and/or Interview - Retrospective Pre/Post in April; Addresses HMK Goal 3, Obj 3.a, 3.b; clarifies & triangulates findings.

C. Provide evidence of the agency's ability to perform the proposed grant activity through past performance, current capacity and/or plan to acquire the capacity to perform.

1. Provide data that demonstrates proven success in offering the same, similar, or related activities to achieve the proposed outcomes. *(3,000 character count limit)*

HMK has met its program objectives in every year since the program was established in 2002, and—as measured by a professional external evaluator—has consistently exceeded all target outcomes.

- The annual target of 70% youth who demonstrate pro-social behaviors and knowledge of Hawaiian culture for was exceeded by 21 percentage points. In addition to the Keiki and `Ōpio Surveys, 86% of parents indicated on the `Ohana Survey that their child was more responsible for self and his/her/their things. There were 15 items relating to knowledge of Hawaiian culture, language, values, and practices that were adapted from Kamehameha Schools' Hawaiian Cultural Connectedness (HCC) assessment. In addition to the HCC, the program utilizes a tool called the HMK Hawaiian Values Rubric, a scientifically validated instrument which was developed over 10 years ago.
- The proportion of youth demonstrating health and wellness standards increased considerably, from 85% to 93%. Keiki and `ōpio increased their knowledge of how to make healthy traditional Hawaiian food, understanding the difference between healthy foods and not-so-healthy foods, doing traditional Hawaiian physical activities, and feeling comfortable in the ocean. Given Waimānalo's proximity to the ocean, the program also administers a pre- and post-swim assessment. Of the youth assessed, 88% received a 3 out of 5 and 94% improved. Lastly, 79% of parents also indicated on the `Ohana Survey that their child more often chose to eat fruits, vegetables, or other healthy choices and 93% indicated that their child more often chose to do something physical, like swim or play outside, since participating in HMK.
- Proportion of youth who regularly attend school and demonstrate positive academic behaviors: The target was 72%. Among parents completing the `Ohana Survey, 64% indicated that the program helped their child complete more homework more often and 79% indicated that the program enabled their child to perform better in school.

- Proportion of youth who increase their knowledge of `āina-based careers and college and career readiness skills: All `ōpio indicated that they were interested in learning more about careers related to caring for the `āina or kai or working with food and more than 8 out of 10 youth indicated on the post-survey that they had a better understanding of what they needed help with, to be more prepared for their future and with the college application process.

An evaluation of the 2024 summer session for 5th-8th grade students found that overall, 96% (+6 percentage points) of students strengthened their cultural identity and increased their sense of kuleana and 92% (+10) increased their understanding and use of Hawaiian cultural practices and `ōlelo Hawai`i. At the end of the program, 98% (+12) of students indicated that they adopted healthier habits focused on physical exercise and nutrition, 98% (+7) increased their self-esteem, and 93% (+6) engaged in more pro-social behaviors.

2. Describe the applicant's capacity to successfully achieve the proposed outcomes.
OR
Provide a plan to acquire the capacity to successfully achieve the proposed outcomes (including how the applicant has acquired similar capacity in the past).

Responses should include organizational knowledge, staffing, fiscal resources, facilities and other resources, stakeholders and relationships, and other relevant resources. *(3,000 character count limit)*

The Hui Mālama O Ke Kai Foundation (HMK) is a highly successful and truly grassroots, community-based non-profit organization, created in 1998. Over the last 15 years, HMK has successfully managed over 45 separate private, state, and federal grants/contracts with an approximate value of over 8 million dollars, contracting with external auditors [since 2008] to assure fully transparent accounting practices and compliance with GAAP.

In 2008, HMK assumed full responsibility for the after-school program (then 5th/6th grades only) from the University of Hawai'i. Since this transition, HMK has significantly evolved to meet the community's needs by:

- Increasing overall programs participation by nearly 150% (from 20 students and families/year to over 100).
- Designing and implementing the `Ōpio Leadership Program in 2008 for 7th-12th graders and the `Ohana Family Strengthening Program in 2012.
- Developing and implementing a unique place-based Hawaiian cultural curriculum: E Kūkulu I Nā Alaka`i Hawai`i.
- Further developing a comprehensive evaluation system that contributed to HMK being 1 of 5 programs selected to participate in a culturally appropriate Native Hawaiian Education Council (NHEC) indicators study.

In terms of capacity building, HMK has also: a) developed a competent governing board of directors, a majority of whom are of native Hawaiian ancestry and are respected members of the Waimānalo community; b) maintained high quality organizational systems (HR, payroll, etc.); c) strengthened and further refined an effective evaluation process conducted by an external evaluator; d) obtained possession of an 11-acre site with 7500 square feet of facilities; and e) constructed a comprehensive five-year organizational strategic plan as well as a sustainable site development plan.

Since 2008, HMK's Human Resources department has successfully managed approximately

10-15 employees (full and part-time). At least half the current staff is from Waimānalo, including HMK's Executive Director, who has years of experience in both teaching (with the DOE and at the University level) as well managing policy, staff, boards, fund development, and educational projects in the non-profit sector.

As a community-based organization, HMK partners with Waimānalo Elementary & Intermediate School, Blanche Pope Elementary, and Mālama Honua Public Charter schools to recruit participants into HMK programs and ensure their academic development and success. The City & County of Honolulu Ocean Safety Division, East Oʻahu Lifeguard Association and the Waimanalo Canoe Club have been long standing partners specializing in ocean safety education. Other partners such as Hoʻoʻkuaʻāina, Ka Papa Loʻi o Kānewai, Paepaeʻo Heʻeia, Ulupo Heiʻau and Papahana Kualoa serve as sites for HMK students to increase their understanding of ʻāina-based STEM careers with a focus on economic sustainability, resource management, and environmental restoration from a Native Hawaiian perspective.

D. Describe the applicant's sustainability and/or additional long-term benefit to the community

1. Provide a plan for sustaining and / or expanding activities beyond the applicable grant period. *(2,000 character count limit)*

In 2014, HMK acquired an 11-acre site with facilities in Waimānalo. The site is being leased for the next 40 years at the modest cost of $500/year from the State Department of Land and Natural Resources. HMK thus has a secure "home base" for the next several decades.

HMK leadership, key stakeholders and community members collaborated closely to create strategic and conceptual site plans to develop the site in support of the HMK system of programs and the larger Waimānalo community. The focus of these guiding documents is to realize a community cultural learning center. The site will be developed in the framework of an ahupuaʻa. This includes the construction of traditional buildings (hale waʻa-canoe house, hālau-communal gathering space), agricultural cultivation projects (kalo/tī leaf/ulu/niu/kākau), hands-on cultural projects (loʻi/mala, hula mound, native gardens) and space for expanded youth/family programming as well as cultural/community events. Children and families will be involved in both the development of the site and the implementation of a multi-phase economic sustainability plan that combines site-based activities with after-school programming, professional internship opportunities and future family-based economic development and community building projects.

Currently, HMK is utilizing the site to generate revenue with small-batch aquaponics and facility usage agreements. HMK was recently awarded federal funding from USDA Rural Development to further develop construction projects on the site. These include construction of a certified kitchen that will provide opportunities for HMK to generate additional revenue through the sale of food items made on-site or by renting the certified kitchen to community entrepreneurs at reasonable hourly rates. Roughly one-acre of land on site is gradually being converted into an income generating agricultural production area.

HMK is also working closely with Mālama Honua PCS, which has plans to relocate to the HMK campus.

2. Describe the applicant's capacity and resources to carry out the above plan (staffing, funding, etc.) beyond the grant period. *(2,000 character count limit)*

HMK has a solid leadership team that has been in place since a major organizational reset in 2019, as well as a stable staff of highly qualified and motivated employees, very mature management processes (HR, payroll, accounting, evaluation, etc.), and clear strategic plans. HMK also has a long history of raising grant funds from private and government sources, including from several large federal programs. We continue to implement our Comprehensive Fund Development Program, with an increasing focus on cultivating major donors. As part of this effort, we celebrated 25 years of existence with a fundraising gala event in December 2023.

HMK is a highly adaptive and innovative organization. In addition to temporarily pivoting programs to distance learning and launching a drive-thru food distribution program during the COVID-19 pandemic, we also launched a highly successful pilot program in collaboration with Mālama Honua PCS, Kailua High School, and Windward Community College (WCC). The Pathway Program follows the WCC model of dual enrollment in which 8th-12th grade students receive high school and college credit and are taught by college professors. It puts students on the fast track to enhanced academic and career readiness. The program is in its third iteration. Longer-term, HMK is working closely with Mālama Honua PCS to bring their campus to our 11-acre site along with several new buildings.

Recognizing the importance of food security and forest restoration for our community, HMK is a partner in the $5 million Trees for People Project funded by the USDA Forest Service Urban & Community Forestry Program. We will be hosting an agroforestry learning garden, as well as assisting with education, tree distribution, and garden maintenance, serving many of the same youth and families who participate in our afterschool and ‘ohana programs.

E. No CITY funds or assistance.
The highest consideration will be given to applicants that do not receive other funding or any form of assistance from the CITY. While applicants that receive other funding or assistance from the CITY may apply for Grants in Aid funding, the extent of funding or assistance already received in relation to services provided must be considered prior to awarding Grants in Aid funds.

A percentage of the sub-total criteria points will be awarded to Grantees based on the criteria below and the information about past funding / assistance from the CITY that follows.

The applicant has received no award from the CITY within the last 3 years.	**10%**
The applicant has received 1-2 awards from the CITY within the last 3 years.	**7%**
The applicant has received 3-5 awards from the CITY within the last 3 years.	**5%**
The applicant has received between 6-9 awards from the CITY within the last 3 years.	**3%**
The applicant has received 10 or more awards from the CITY within the last 3 years.	**0%**

GRANTEE RECEIPT OF CITY GRANTS

Identify all CITY grants received by Grantee (or Fiscal Sponsor) in the last three (3) years. Information will be verified by the CITY.

1. Grant Activity Name & Contract #: Hui Mālama O Ke Kai (HMK) Culture-based Youth Development & Family Strengthening Programs CT-DCS-2500033
   Grant Period: 10/01/2024 - 09/30/2025 Grant Amount: $150,000
   Grant Purpose: Partial support of HMK Culture-based After-school Programs
   Grant Activity Status: ☒ Underway ☐ Completed ☐ Canceled Administrating Division: Department of Community Services

2. Grant Activity Name & Contract #: Hui Mālama O Ke Kai (HMK) Culture-based Youth Development & Family Strengthening Programs CT-DCS-2300029
   Grant Period: 10/01/2023-11/30/2024 Grant Amount: $199,994
   Grant Purpose: Partial support of HMK Culture-based After-school Programs
   Grant Activity Status: ☐ Underway ☒ Completed ☐ Canceled Administrating Division: Department of Community Services

3. Grant Activity Name & Contract #: Hui Mālama O Ke Kai (HMK) Culture-based Youth Development & Family Strengthening Programs, CT-DCS-2200033
   Grant Period: 10/01/2022 - 09/30/2023 Grant Amount: $124,540
   Grant Purpose: Partial Support of HMK Cultural-based After-school Programs Key Staff
   Grant Activity Status: ☐ Underway ☒ Completed ☐ Canceled Administrating Division: Department of Community Services

4. Grant Activity Name & Contract #: _____

E. Age Friendly Honolulu (Complete only if applying for the bonus points)
Consideration is to be given to applicants that incorporate the vision and goals of the Age-Friendly Honolulu Program (as codified in ROH Chapter 2, Article 22), including but not limited to (1) enabling residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active; and (2) removing barriers to inclusion for and providing support services to vulnerable residents and/or have physical limitations.

If awarded bonus points for being an Age-Friendly Honolulu project, the Grantee will be subject to additional reporting requirements, including but not limited to name, age, and physical location of seniors being served by the project.

To be eligible for the bonus points as an Age-Friendly Honolulu project an organization must demonstrate the proposal aligns with Age-Friendly Honolulu's priorities by completing the following TWO steps:

1) Go the following website https://www.hiphi.org/age-friendly-honolulu/ to access an Age-Friendly Honolulu training video. The video should be watched by at least one (1) person from the non-profit organization in a leadership position (Executive Director, Administrator, or equivalent). This video will define an "age-friendly city" and explain what types of projects align with the Age-Friendly Honolulu Vision.

2) Complete the section below by selecting which Age-Friendly Honolulu category best fits the activities of your organization and providing a brief description of how your proposal is an Age-Friendly Honolulu project.

☒ Enabling Residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active, particularly at the oldest ages

☐ Providing Kupuna with meaningful roles in the community, including mentors, volunteers, or through intergenerational programming

☐ Removing barriers to support community inclusion and accessibility for persons of all abilities.

3) How is your proposal an Age-Friendly Honolulu Project and explain how your organization can meet the additional reporting requirements if awarded? *(2,000 character count limit)*

HMK's 'Ohana/Kaiāulu Program is age-friendly by design. It targets the complete, multigenerational households and families of HMK program participants as well as the broader Waimānalo community. Strong family involvement is a foundational component of HMK's programs as substantial research demonstrates that meaningful family engagement is associated with improvements in key student outcomes. HMK enables program families and the broader community to attend regular weekend and evening `ohana activities that incorporate the cultural lessons and values shared with their children participating in HMK. Activities include family strengthening and community building workshops such as a traditional poi board and stone carving class (papa kālai papa me pōhaku ku`i `ai) as well as monthly site-based activities such as maintenance of Waimānalo's first modern-day traditional canoe house (hale wa`a) and work in the HMK community garden (māla).

APPENDIX A: TIER II GRANT PROPOSAL (Grants $25,000 to $150,000)
SOLICITATION NO. RGP-DCS-GIA2026

Instructions: The proposal below must be completed in full. Responses must be provided in the fillable boxes provided. Where annotated, the fillable boxes have predetermined maximum limits on character counts. Letters, numbers, punctuation marks, and spaces are included in the character count limits.

SECTION I
SUMMARY

A. Grantee Legal Name:	IBOUNCE UP, INC.
B. Is Grantee a Fiscal Sponsor?	☐ Yes ☒ No
C. Grant Activity Name:	Bounce Resilience Training

D. Briefly describe the Grantee's background, history (including year established), and mission. *(400 character count limit)*

Founded in August 2023, IBOUNCE UP empowers individuals facing adversity by cultivating effective mindsets and providing impactful resources, programs & support. The founder & co-founder's first-hand experiences of losing loved ones to poor mental health conditions inspired them to serve individuals facing adversity through a 501c3 registered nonprofit.

E. Briefly describe the Grant Activity and public need being filled. *(400 character count limit)*

Bounce Resilience Training program will educate at-risk/vulnerable individuals with the "5 Pillars of Resilience" and "10 Accompanied Skills" through in-person mental resilience training sessions leading to improved mental health conditions and breaking the cycle of substance abuse and addiction, homelessness, crime, among other socio-economic issues they face.

F. Briefly summarize Grant Activity outcomes and measures of success, including number and description of those served. *(400 character count limit)*

IBOUNCE UP, at the minimum, will deliver 70 training hours through 48 mental resilience training sessions equipping 360 at-risk/vulnerable individuals such as foster children, resource caregivers, troubled students, youth and adults in addiction recovery, and other individuals involved in the foster care system from our 4 existing and 3 target new partners.

G. Council District
Check all districts that will benefit from the Grant Activity. Provide the amount requested per district. Amounts must be in whole numbers only.

☒ District 1 $16,197.00	☒ District 2 $77,738.00	☒ District 3 $9,720.00
☐ District 4 $	☒ District 5 $27,061.00	☒ District 6 $9,720.00
☐ District 7 $	☐ District 8 $	☐ District 9 $
Total Amount Requested (must be $25,000 to $150,000)	$140,436.00	

H. Type of Grant Activity (pick ONE category that best reflects the Grant Activity):		
1. Public Services: Projects in this category will support qualified public services and programs for the target populations deemed by the CITY to be most vulnerable.		
☐ A. Public Service – Seniors	☐ B. Public Service - Children	☐ C. Public Service - Disabilities
☐ D. Public Service – Homeless	☐ E. Public Service – Domestic Violence	☐ F. Public Service – Substance Abuse
☒ G. Public Service – Mental Health	☐ H. Public Service – Other (describe):	
2. Arts, Culture, Community/Economic Development, and the Environment: Projects in this category will support the sustainable improvement in the well-being and quality of life of local communities, especially low- to moderate income areas.		
☐ A. Arts	☐ B. Culture	☐ C. Community Development
☐ D. Economic Development	☐ E. Environment	

GRANTEE'S CERTIFICATION AND SIGNATURE

The undersigned, subject to personal liability and penalty under applicable law, certifies that he or she: (i) is authorized to sign this Grant Proposal; (ii) personally prepared or reviewed the matters found in this Grant Proposal (including any related documents/attachments); (iii) asserts all statements made in this Grant Proposal (including all attachments) are true, accurate and complete; (iv) has the requisite skills and knowledge to assert the foregoing certification; and (v) has complied and shall continue to comply with all applicable requirements of Chapter 6, Article 29 of the Revised Ordinances of Honolulu 2021, as amended (Link), regarding private organizations receiving grants of public funds from the City and County of Honolulu.

Signature of Grantee (Fiscal Sponsor) Officer
Printed Name and Title: ANDREW PIERCE, EXECUTIVE DIRECTOR/FOUNDER

11/21/2024
Date

CERTIFICATE OF THE BOARD OF DIRECTORS NO OBLIGATIONS IN ARREARS

The undersigned of the Board of IBOUNCE UP, Inc. hereby certifies that the Grantee or any principal of the Grantee or sponsored organization (where the Grantee is a Fiscal Sponsor) is not in arrears on any financial or other obligation owed to the City & County of Honolulu, a municipal corporation of the State of Hawaii.

(Signature)

ANDREW PIERCE, Executive Founder and Director
(Print name)

CERTIFICATE OF THE BOARD OF DIRECTORS AUTHORIZATION TO ASSIGN AUTHORITY

The undersigned President and Co-founder of the Board ("Grantee") of IBOUNCE UP, Inc. hereby certifies that Andrew Pierce, Executive Director and Founder, has been authorized by the Board of Directors to sign proposals, contracts, and related documents on behalf of the Grantee. Accordingly, I hereby assign the authority by the Board to execute proposals, contracts, and contract amendments on behalf of the Grantee, and further certify that the assigned is given the power and authority to do all things necessary to implement, maintain, amend, or renew such contracts, including but not limited to the delegation of signing authority to another employee of the Grantee.

(Signature)

LAURALEE PIERCE, President and Co-founder
(Print name)

STATE OF HAWAII)

CITY AND COUNTY OF HONOLULU)

On this 27th day of Nov, 2024, before me appeared Lauralee Pierce, personally known to me, who, being by me duly sworn, did say that he/she is the President and Co-founder of IBOUNCE UP Inc and that the corporation has no corporate seal, and that said instrument was signed in behalf of said corporation by authority of its Board of Directors, and said Lauralee Pierce acknowledged said instrument to be the free act and deed of said corporation.

Notary Public, State of Hawaii

My Commission expires: 03/12/2027

ROMAR DE CASTRO NOTARY COMMISSION# 23-91 PUBLIC STATE OF HAWAII

Doc. Date: 11/27/2024 # Pages: 1
Name: Romar De Castro 1st Circuit
Doc. Description: Certificate of the Board of Directors Authorization to Assign Authority

Signature Date

ROMAR DE CASTRO NOTARY COMMISSION# 23-91 PUBLIC STATE OF HAWAII

NOTARY CERTIFICATION

SECTION II
GRANT ACTIVITY INFORMATION

A. Describe how the community need, stated problem/issue, and target population are effectively validated. The description must include how the public services' target population is vulnerable or how the arts, culture, community/economic development, or environmental activities will especially support low- to moderate-income areas.

1. Provide substantive data and other qualifying information to demonstrate how the problem/issue impacts the target population and is a community priority that needs to be addressed. *(5,000 character count limit)*

IBOUNCE UP specifically supports youth and adults in addiction recovery, troubled students, individuals involved in the foster care system, and other vulnerable communities who are at heightened risk of substance abuse and addiction, mental health issues, shortage and low retention of caregivers, crime, homelessness, and other challenges that diminish their quality of life. Below are our data findings and qualifying information gathered from our populations served to further justify the urgency of our training sessions to address these problems/issues:

MENTAL HEALTH ISSUES

Mental illnesses can be acute or chronic and are diagnosable conditions that affect an individual's emotional, psychological, and social well-being, and often their behavior. A February 2023 report showed that 26.5% of adults in Hawaii reported symptoms of anxiety and/or depressive disorder, compared to 32.3% of adults in the U.S. In 2021, 20.1% of adolescents (ages 12-17) and 8.3% of adults in the U.S. reported having a major depressive episode in the past year. In 2020, suicide was the second leading cause of death among adolescents (ages 12-17) across the U.S. In May 2022, among adults in Hawaii who reported experiencing symptoms of anxiety and/or depressive disorder, 23.9% reported needing counseling or therapy but not receiving it in the past four weeks, compared to the U.S. average of 28.2%.

SUBSTANCE ABUSE AND ADDICTION

In Hawaii, substance use begins at a younger age as compared with the rest of the United States according to Providence Treatment. Among those receiving addiction treatment in Hawaii, 11.8% of substance use cases began before age 12, and 53.8% began between ages 12–17. The top substances of abuse in the state are methamphetamine (with 34.2% of people with a substance use disorder reporting methamphetamine use), marijuana (30.2%), and alcohol (18.9%). Overall, 44.6% identify as Native Hawaiian, 15.9% as White, 11% as Pacific Islander, and 8.9% as Filipino. The KFF Analysis report also showed drug overdose death rates have increased in Hawaii from 12.4 per 100,000 in 2011 to 17.3 per 100,000 in 2021.

SHORTAGE AND LOW RETENTION OF RESOURCE CAREGIVERS

There is a shortage of resource caregivers in Hawaii, with a monthly average of 1,555 children in foster care but only 1,145 foster homes in fiscal year 2021. This shortage of resource caregivers limits placement options and impacts the stability and well-being of children in foster care. The state reimbursement for resource caregivers, between $649 and $776 per month per child, is not seen as adequate given Hawaii's high cost of living. This low level of compensation makes it difficult to recruit and retain resource caregivers. Resource caregivers could use more support and training, beyond just the financial compensation, to help them effectively care for the children placed in their homes.

CRIME AND HOMELESSNESS

People with severe mental illnesses are over 10 times more likely to be victims of a violent crime than the general population. Empowered individuals are less likely to engage in criminal activities and are better equipped to manage mental health challenges. Moreover, a significant portion of Hawaii's unsheltered homeless population suffers from mental illness, substance abuse, and other health issues that hinder access to services and housing. The chronic homeless population, many of whom have these co-occurring issues, still numbered 2,720 individuals in 2024 despite a 16% decrease. The unsheltered homeless population on Oahu has also nearly doubled in the last decade, from 1,318 in 2012 to 2,766 in 2024.

B. Describe the proposed plan

1. Provide a description of the Grant Activity. This description will be used as the scope of services in the contract. Describe why you chose this Grant Activity and how it will effectively address the community's problem / need. *(3,000 character count limit)*

IBOUNCE UP will deliver at least 48 mental resilience training sessions consisting of at least 70 unduplicated/core training hours serving at least 360 at-risk/vulnerable individuals as target populations. These will come from our partner organizations such as CASA Hawaii, Epic Ohana, Makana O Ke Akua and Bobby Benson Rehabilitation Center. The program will also establish at least 3 new partnerships with organizations in Honolulu serving our target populations.

Youth, children, their parents, adults alike, and professionals face mental health problems and issues that affect their day-to-day life. Youth and adults in addiction recovery, troubled students, resource caregivers, individuals working with and/or within the foster care system, and underserved communities face more challenges that further decline their mental health conditions, such as substance abuse and addiction, shortage and low retention of caregivers, crime, homelessness, and other challenges.

The board of directors of IBOUNCE UP, most especially its Founder/Director and President/Co-founder have had first-hand experience losing loved ones to mental health conditions and substance abuse, which pushed them to establish the Bounce Resilience Training Approach program.

It is a program designed to educate the target populations mentioned above with the "5 Research-Based Pillars of Resilience" and the "10 Accompanied Skills" through in-person mental resilience training workshops in Honolulu.

The **5 pillars** include:

(1) Awareness
(2) Control
(3) Optimism
(4) Flexibility
(5) Relationships

The **10 mental skills** include:

(1) Event Thought Outcome
(2) Detecting Beliefs
(3) Goal Setting
(4) Diaphragmatic Breathing
(5) Happiness
(6) Growth Mindset

(7) Confirmation Bias
(8) Problem Understanding
(9) Assertive Communication
(10) Productive Responding

These pillars and skills, as well as practical exercises, form the curriculum used for the mental resilience training sessions.

The tailored mental resilience training will address the needs/problems of the communities mentioned based on the following key indicators:

(1) Statistically significant increase in participants' resilience scores post-training, reflecting tangible personal growth and development;
(2) Equipping participants with the knowledge and skills necessary to manage stress, reinforce positive relationships, and navigate challenges effectively, leading to improved mental health state;
(3) Developing emotional strength and resilience, leading to improved life outcomes and breaking the cycle of substance abuse and addiction, homelessness, crime, and the like;
(4) Empowering resource caregivers to adopt better emotional regulation and caregiving practices, fostering a more supportive environment for the youth and children in their care;
(5) Mitigating the negative impacts of abuse and neglect, ensuring that participants receive the care and guidance they need to thrive.

2. Provide measurable outcomes, describe how outcomes are aligned with the purposes and priorities of the Grants in Aid Fund, and describe how outcomes directly benefit the target population. *(3,000 character count limit)*

Public Services should begin with a statement of the number of individuals that the Grant Activity will directly benefit during the Grant Term.

Arts, Culture, Community/Economic Development or Environment should begin with a statement as to how the Grant Activity supports the sustainable improvement in the well-being and quality of life of local communities, especially low to moderate income areas.

IBOUNCE UP, at the minimum, has strategically laid out the following measurable outcomes aligned with mental health as public services during the grant term, that are all geared towards supporting our target populations and achieving the purposes and priorities of the GIA Fund:

- Serve **360 at-risk and vulnerable individuals** as target populations in need of mental resilience education. These will include youth and adults in addiction recovery, troubled students, foster children, resource caregivers, and other individuals involved in the foster care system.

- To deliver **48 mental resilience training sessions** through our existing partners. Our partners such as CASA Hawaii, Makana O Ke Akua, Bobby Benson and Epic Ohana will receive 1-2 hours of training with a curriculum tailored to their unique needs and cultural contexts.

- Deliver **70 unduplicated/core hours of mental resilience training**. This will comprise of the number of training sessions held multiplied by one to two hours allotted per training session, thereby ensuring comprehensive support is effectively delivered.

- Collaborate with **3 new partner organizations**. We aim to reach out to potential partners like Residential Youth Services and Empowerment (RYSE), Salvation Army, Hale Kipa, among many others serving our target populations and provide tailored resilience training.

3. Provide an action plan to achieve the stated measurable outcomes. If the Grant Activity involves a partnership, provide a description of each partner's role. Must include measurable milestones, specific events, or other performance measures appropriate to achieving the outcomes. *(3,000 character count limit)*

Pre-Implementation (7/1/25 - 9/30/25)

MILESTONES	***ACTIONS***	***ASSIGNED***
Partnership Establishment	Establish partnerships with at least 3 new organizations serving target populations	Board Members
	Strengthen commitments from existing partners	Program Manager and Trainer
	Develop collaborative agreements outlining roles, responsibilities, and expectations	
Training Curriculum Finalization	Finalize the training curriculum, ensuring it aligns with the 5 Pillars of Resilience and 10 Accompanied Skills	Program Manager and Trainer
	Develop tailored training materials for each partner organization	
	Incorporate feedback from previous sessions to refine the curriculum	
Logistics and Scheduling	Create a detailed training schedule, coordinating with partner organizations to identify optimal dates and times	Program Manager
	Secure training locations and resources (e.g., venues, supplies, printed materials)	

Performance Measures

- Signed agreements with at least 3 new partners
- Finalized tailored curriculum
- Administered pre-training survey

Implementation (10/1/25 - 9/30/26)

MILESTONES	***ACTIONS***	***ASSIGNED***
Training Delivery	Conduct at least 4 mental resilience training sessions per month, amounting to at least 48 sessions, with all confirmed partner organizations	Program Trainer
	Deliver at least 70 unduplicated/core training hours	
Participant Engagement	Ensure attendance of at least 360 individuals	Program Manager
	Tailor activities to each audience, focusing on practical exercises related to the 5 pillars and 10 resilience skills	Program Trainer
Ongoing Program Monitoring	Use interim evaluations to adjust content delivery, ensuring alignment with participants' feedback and outcomes	Program Trainer

	Record participation through attendance sheets and training information through Impact Reporting	Program Manager
	Prepare and submit monthly report of grant activity	

Performance Measures
– At least 4 training sessions and 30 participants served monthly
– At least 80% program completion rate
– Submitted monthly reports

Post-Implementation (10/1/25 - 12/31/26)

MILESTONES	***ACTIONS***	***ASSIGNED***
Evaluation and Feedback	Administer post-training evaluations to measure changes in resilience scores	Program Manager
	Collect testimonials and qualitative feedback from participants and partners	
Stakeholder Reporting	Compile and publish monthly Impact Reports, highlighting program outcomes and progress toward measurable goals	Program Manager
	Share results and documentation through monthly newsletters, social media updates, and dedicated sections on IBOUNCE UP's website	
	Prepare and submit yearly program report on the use of Grant Asset to the DCS Director	
Sustainability Planning	Maintain communication with partner organizations for future collaborations	Program Manager
	Implement sustainability strategies to ensure the long-term impact of the program	Board Members

Performance Measures
– At least 75% completion of post-training evaluation
– At least 80% satisfaction rate of partners with program outcomes
– Published impact report
– Submitted final reports and program report

4. Provide a budget narrative that explains how the budget in Section III will achieve the desired outcomes. (*3,000 character count limit)*

The budget narrative detailed below, proposed to the City and other sources, is a strategic investment in addressing mental health needs of at-risk/vulnerable populations, aligning with the essence of the Grants in Aid program. By funding salaries, supplies, capacity enhancement, and operational costs, the proposed budget ensures the successful attainment of the program's core minimum outcomes.

Personnel Costs

(1) Direct Salaries/Wages and Fringe Benefits - $105,336
Covers compensation of the Program Trainer and Program Manager. This is the most crucial item, as it is instrumental to achieving the program's core minimum outcomes of 70 unduplicated training hours and 48 training sessions, as well as ensuring compliance with grant requirements, proper documentation and active engagement with stakeholders.

(2) Professional and Contractual Services - $9,000
Covers accounting and legal services, as needed. These will guarantee fiscal responsibility and compliance to all pertinent laws.

Other Costs (Program and Operational)

(3) Consumable Office Supplies - $4,500
Covers office supplies including printing, paper, and other materials to guarantee efficient program management and effective service delivery.

(4) Program Activities Supplies - $6,000
Covers materials such as curriculum guides, training booklets and session materials which will all be core to the learnings to be gained by the participants.

(5) Mileage and Parking - $1,200
Covers transportation costs to ensure travel to training locations critical for delivering 48 training sessions.

(6) Postage - $1,500
Covers mailing program materials and other correspondence to ensure timely coordination and delivery of resources.

(7) Travel - $1,500
Covers travel expenses to attend conferences, workshops, and other professional development opportunities to ensure IBOUNCE UP's board stays current with best practices and innovative approaches to mental health services.

(8) Conference/Training - $6,000
Covers registration, subscription and other costs for professional development opportunities to deepen expertise on delivering mental health services.

(9) Telecommunications - $1,200
Covers phone and internet expenses to guarantee seamless line with partners and stakeholders.

(10) Other: Software, Web & Advertising - $6,000
Covers tools such as Mailchimp, Quickbooks, Wix, Zoom and for advertising to support fiscal responsibility, operational efficiency, and outreach efforts.

(11) Other: Food - $1,200
Covers meals and refreshments, as needed, for city-funded positions, board members, staff of partners, and stakeholders during major/key meetings to ensure well-being and maintain engagement given the intensive schedule of training sessions across multiple locations.

5. Provide a timeline that is complete, realistic and appropriate to achieve the desired outcomes. This timeline should also be reflected in Section IV. *(3,000 character count limit)*

The timeline of the Bounce Resilience Training program is structured into four quarters, ensuring all activities align with achieving measurable outcomes within the grant period.

Q1 **October 2025 - December 2025**	○ Formalized agreements with 3 new partners ○ Serve 90 at-risk/vulnerable individuals ○ Deliver 12 mental resilience training sessions ○ Deliver 15 unduplicated/core training hours
Q2 **January 2026 - March 2026**	○ Serve 90 at-risk/vulnerable individuals ○ Deliver 12 mental resilience training sessions ○ Deliver 19 unduplicated/core training hours
Q3 **April 2026 - June 2026**	○ Serve 90 at-risk/vulnerable individuals ○ Deliver 12 mental resilience training sessions ○ Deliver 17 unduplicated/core training hours
Q3 **July 2026 - September 2026**	○ Serve 90 at-risk/vulnerable individuals ○ Deliver 12 mental resilience training sessions ○ Deliver 19 unduplicated/core training hours

C. Provide evidence of the agency's ability to perform the proposed grant activity through past performance, current capacity and/or plan to acquire the capacity to perform.

1. Provide data that demonstrates proven success in offering the same, similar, or related activities to achieve the proposed outcomes. *(3,000 character count limit)*

Since IBOUNCE UP began, 22 mental resilience trainings have benefitted 302 at-risk and underserved individuals in Honolulu through our partners. These mental resilience trainings collectively consist of 637 duplicated hours and 39.5 core hours of recorded impact. As of writing, the program is on track to deliver 38 more educational training sessions for over 500 more individuals until June 30, 2025 before our third fiscal year begins. [this will be updated before submission in December]

Here are pieces of information from our Impact Report that we can share:

– 8 FOR BOBBY BENSON: **83 individuals** (42 female, 41 male) aged 12-50 years old were served in Kahuku with 170 duplicated hours and 15.5 core hours of mental resilience training focused on discussing interests, diaphragmatic breathing, defining resilience and practical exercises on 5 pillars of resilience & 4 accompanied skills.

– 7 FOR MAKANA O KE AKUA: **143 individuals** (all were male) aged 18-65 years old were served in Kapolei & Honolulu with 75 duplicated hours and 7 core hours of mental resilience training focused on curriculum overview, practical exercises on 5 pillars of resilience and 2 accompanied skills.

– 4 FOR CASA HAWAII: **61 individuals** aged 3-60 y/o were served in Kapolei with 366 duplicated hours and 13 core hours of mental resilience training focused on the 5 pillars of resilience, 10 accompanied skills, and practical exercises.

– 3 FOR EPIC OHANA: **15 individuals** (9 female, 6 male) aged 13-50 years old were served in Kahuku with 26 duplicated hours and 4 core hours of mental resilience training focused on curriculum overview and practical exercises on 2 accompanied skills.

Here are testimonials of key people from the communities we continue to serve:

(1) The **director of Bobby Benson** remarked how IBOUNCE UP's program equipped their clients and staff members with valuable tools and strategies to address the difficult situations and challenges they regularly face in treatment and preparation to reintegrate into their home

environment. They have observed a significant increase in client's ability to apply principles of awareness, control, optimism and flexibility to their relationships and interactions with others.

(2) The **program manager of CASA Hawaii** has witnessed firsthand the transformative impact that IBOUNCE UP's program has had on their volunteers and children in care. It has enhanced resilience in their children who have experienced complex trauma and has helped with strengthening the relationships between the children and their CASA.

(3) A **resource caregiver and foster/adoptive parent** joined IBOUNCE UP's program and shared his learnings on how the power and nature of our thoughts has such a profound effect upon our relationships with our spouse, children, friends, work colleagues, neighbors and anyone else we associate with. He noted how it's been making a difference in his life, as he has been trying to put his learnings into practice.

2. Describe the applicant's capacity to successfully achieve the proposed outcomes OR Provide a plan to acquire the capacity to successfully achieve the proposed outcomes (including how the applicant has acquired similar capacity in the past).

Responses should include organizational knowledge, staffing, fiscal resources, facilities and other resources, stakeholders and relationships, and other relevant resources. *(3,000 character count limit)*

Besides Section D.1 and D.2 describing our capacity, resources and sustainability strategies, IBOUNCE UP's Board are the following:

Executive Director and Founder + Program Trainer
Andrew Pierce is a Master Resilience Expert with a M.A. in Performance Psychology. He has extensive experience in developing and implementing training for various groups, including Army Soldiers, resource caregivers, troubled teenagers, and individuals struggling with addiction. Andrew has received numerous awards, positive reviews, and praise for his work.
President and Co-founder
Lauralee Pierce is a passionate advocate for those who have faced significant hardships, including addiction and involvement in the foster care system. Her dedication stems from personal connection to these challenges, having witnessed firsthand the mental strain they impose on individuals and families.
Secretary
Carrol H. Collins is a devoted grandmother and mother to 17 children, resource parent, educator, and mentor. Since 2007, she and her husband have been actively involved in fostering and adopting 9 children through the foster care system. Since 2018, Carrie has been an esteemed educator and mentor for resource parents at Grossmont College.
Treasurer
Jeannie VanSteenkiste holds a degree in marriage and family studies, with a minor in sociology. Her extensive volunteer work includes coaching youth with complex trauma, serving as PTO President at her son's school, and active participation in church activities.

The direct services to the client position to be acquired is the **Program Manager** who will use the action plan detailed in Section B.3 of this grant proposal, as well as the attachment outlining the position description of this proposed city-funded position.

The professional and contractual services to be acquired as proposed by IBOUNCE UP are the following:

Accounting	○ *Establishing and monitoring robust internal financial controls to prevent misuse of funds and enhance operational efficiency.* ○ *Ensuring adherence to grant guidelines, including tracking expenditures and reporting requirements.* ○ *Ensuring financial records are audit-ready, demonstrating the responsible use of public funds.* ○ *Timely filing of tax returns and maintaining accurate records.*
Legal	○ *Review contracts with partners, service providers, and consultants to protect the organization's interests.* ○ *Advising on laws applicable to nonprofit operations, including employment and data privacy regulations.* ○ *Identifying and mitigating legal risks associated with program implementation, such as when serving at-risk populations.*

D. Describe the applicant's sustainability and/or additional long-term benefit to the community

1. Provide a plan for sustaining and / or expanding activities beyond the applicable grant period. *(2,000 character count limit)*

IBOUNCE UP has been implementing sustainability strategies to sustain and expand our program, such as:

(1) **STRATEGIC PARTNERS** – our partners such as CASA Hawaii, MOKA, Epic Ohana and Bobby Benson have been extending essential resources such as supplying the people we teach and their meals, physical spaces for the sessions, printing and office supplies. IBOUNCE UP aims to collaborate with Hale Kipa, RYSE, Salvation Army, and other prospect partners in the near future.

(2) **BOARD CONTRIBUTIONS** – The board has committed at least $5,000 in total annual donations, which has already been observed in our second fiscal year (July 1, 2024 - June 30, 2025) having reached $5,200 in contributions.

(3) **IN-KIND VOLUNTEER SUPPORT** – In our second fiscal year from July 1, 2024 to June 30, 2025, the cost of the in-kind volunteer support from the program trainer, concurrently serving as IBOUNCE UP's Director/Founder, is between $12,000 to $28,000. This expertise forms the backbone of IBOUNCE UP's mission.

(4) **FUNDRAISING** – The board has agreed to secure at least $10,000 annually in funds to support our initiatives. On our ongoing second fiscal year since July 1, 2024 to the time of this application's submission, IBOUNCE UP has secured at least $7,831.02 in total contributions from monthly individual donors; corporate sponsors such as 4imprint, and 3 others; and contributors of our annual community gathering event such as 7 Brothers Kahuku, Emakai, and 10 others.

(5) **GRANTS** - IBOUNCE UP's President/Co-founder, has led the research, writing and submission of applications to at least 30 grantmakers comprising program, capacity-building and general operating funding opportunities.

By implementing these annual sustainability targets, IBOUNCE UP is on track to secure more financial, programmatic, and community resources necessary to deliver impactful mental resilience training sessions moving forward.

2. Describe the applicant's capacity and resources to carry out the above plan (staffing, funding, etc.) beyond the grant period. *(2,000 character count limit)*

IBOUNCE UP has four key areas that enables it to effectively carry out the sustainability plan above beyond the grant period, which includes:

(1) **ESTABLISHED PARTNERS** – IBOUNCE UP holds a strong organizational network, leveraging the leadership of our Founder/Director and established partnerships with rehabilitation centers, foster care organizations, government officials, and local communities. These relationships enable us to effectively implement our programs with our existing strategic partners and expand our reach.

(2) **ACCOMPLISHED BOARD MEMBERS** – IBOUNCE UP's board of directors comprises highly motivated and accomplished individuals with diverse educational backgrounds, including master's degrees, marriage and family studies, sociology, and expertise as educators and mentors in the Foster, Adoptive & Kinship Care Education sector.

(3) **MASTER RESILIENCE EXPERT** – Andrew Pierce, the program trainer concurrently serving as IBOUNCE UP's Founder and Director, is actively involved in professional development, having attended the AASP conference from 2020 to 2023 and participated in various resilience training programs. He is certified in the Master Resilience Trainer-Performance Expert Course and holds level 1 and 2 certifications to teach the Master Resilience Training Course (MRTC).

(4) **ACTIVE PRESENCE FOR FUNDRAISING** – IBOUNCE UP maximizes its fundraising efforts through our monthly newsletters, social media channels, upgraded website, and occasional advertising. The board identifies monthly giving individual donors, corporate sponsors, and the annual community gathering event as its core sources.

With committed partners, highly motivated members, expert leadership, and solid online presence, IBOUNCE UP is effectively positioned, in both capacity and resources, to sustain its operations and program beyond the grant period.

E. No CITY funds or assistance.
The highest consideration will be given to applicants that do not receive other funding or any form of assistance from the CITY. While applicants that receive other funding or assistance from the CITY may apply for Grants in Aid funding, the extent of funding or assistance already received in relation to services provided must be considered prior to awarding Grants in Aid funds.

A percentage of the sub-total criteria points will be awarded to Grantees based on the criteria below and the information about past funding / assistance from the CITY that follows.

The applicant has received no award from the CITY within the last 3 years.	**10%**
The applicant has received 1-2 awards from the CITY within the last 3 years.	**7%**
The applicant has received 3-5 awards from the CITY within the last 3 years.	**5%**

The applicant has received between 6-9 awards from the CITY within the last 3 years.	**3%**
The applicant has received 10 or more awards from the CITY within the last 3 years.	**0%**

GRANTEE RECEIPT OF CITY GRANTS

Identify all CITY grants received by Grantee (or Fiscal Sponsor) in the last three (3) years. Information will be verified by the CITY.

1. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

2. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

3. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

4. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

5. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

6. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

7. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

8. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

9. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

10. Grant Activity Name & Contract #: _____
    Grant Period: _____ Grant Amount: _____
    Grant Purpose: _____
    Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
    Administrating Division: _____

E. Age Friendly Honolulu (Complete only if applying for the bonus points)
Consideration is to be given to applicants that incorporate the vision and goals of the Age-Friendly Honolulu Program (as codified in ROH Chapter 2, Article 22), including but not limited to (1) enabling residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active; and (2) removing barriers to inclusion for and providing support services to vulnerable residents and/or have physical limitations.

If awarded bonus points for being an Age-Friendly Honolulu project, the Grantee will be subject to additional reporting requirements, including but not limited to name, age, and physical location of seniors being served by the project.

To be eligible for the bonus points as an Age-Friendly Honolulu project an organization must demonstrate the proposal aligns with Age-Friendly Honolulu's priorities by completing the following TWO steps:

1) Go the following website https://www.hiphi.org/age-friendly-honolulu/ to access an Age-Friendly Honolulu training video. The video should be watched by at least one (1) person from the non-profit organization in a leadership position (Executive Director, Administrator, or equivalent). This video will define an "age-friendly city" and explain what types of projects align with the Age-Friendly Honolulu Vision.

2) Complete the section below by selecting which Age-Friendly Honolulu category best fits the activities of your organization and providing a brief description of how your proposal is an Age-Friendly Honolulu project.

☒ Enabling Residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active, particularly at the oldest ages

☐ Providing Kupuna with meaningful roles in the community, including mentors, volunteers, or through intergenerational programming

☐ Removing barriers to support community inclusion and accessibility for persons of all abilities.

3) How is your proposal an Age-Friendly Honolulu Project and explain how your organization can meet the additional reporting requirements if awarded? *(2,000 character count limit)*

IBOUNCE UP's program directly aligns with the vision of Age-Friendly Honolulu. Specifically, the program addresses the following key areas:

1. **Reducing Inequities:** The program addresses the participants' unique needs who face major life challenges, including kupuna from CASA Hawaii and Makana O Ke Akua. Many of these kupuna experience functional losses and barriers to community engagement. Using practical tools, these barriers are minimized and active engagement in activities that support their mental and emotional well-being is ensured.

2. **Helping Kupuna Thrive:** Through the sessions, kupuna are empowered to strengthen their relationships and adopt strategies for managing stress and fostering optimism. Kupuna can share their experiences and wisdom with younger participants, thereby advocating intergenerational opportunities by fostering a sense of purpose and community connection.

3. **Supporting Lifelong Learning and Caregiver Empowerment:** The curriculum provides kupuna with lifelong learning opportunities, while also supporting caregivers who work with them. This dual approach enhances their overall well-being and contributes to an inclusive and supportive environment for aging residents.

IBOUNCE UP is well-positioned to meet the reporting requirements if awarded, leveraging its established impact tracking and evaluation processes. Specific steps include using:

1. Attendance sheets and Impact trackers to record number of elderly served, their residential zip code and other information
2. Post-training evaluation forms to gather insights on the tangible impacts of the training sessions for the case studies
3. Photo documentation dedicated for the elderly served
4. Attendance to monthly Kupuna Collective meetings to stay informed on current issues and opportunities in aging services

With IBOUNCE UP's program aligning with the vision of Age-Friendly Honolulu and meeting the reporting requirements, improving the quality of life for older adults in Honolulu and beyond is guaranteed.

APPENDIX A: TIER I GRANT PROPOSAL (Grants between $5,000 and $10,000)
SOLICITATION NO. RGP-DCS-GIA2026

Instructions: The proposal below must be completed in full. Responses must be provided in the fillable boxes provided. Where annotated, the fillable boxes have predetermined maximum limits on character counts. Letters, numbers, punctuation marks, and spaces are included in the character count limits.

SECTION I
SUMMARY

A. Grantee Legal Name:	‘Imi Ola Canoe Club
B. Is Grantee a Fiscal Sponsor?	☐ Yes ☒ No
C. Grant Activity Name:	‘Imi Ola Canoe Club Long Distance Races

D. Briefly describe the Grantee’s background, history (including year established), and mission. *(400 character count limit)*

Established in 2021, ‘Imi Ola Canoe Club’s (IOCC) mission is to maintain and preserve Hawaiian culture via Hawaiian watersports, particularly the State team sport of outrigger canoeing; provide equipment and facilities for canoe activities that develop and maintain healthy minds and bodies for all paddlers, keiki to kupuna; and provide opportunities for the interaction and communion of people for their mental and social wellbeing. IOCC also promotes outrigger canoe paddling through participation at national and international events and builds sister-club relationships with US mainland and international clubs. IOCC was accepted as an affiliate member of the Oahu Hawaiian Canoe Racing Association (OHCRA) in March 2024, giving IOCC the opportunity to host another long-distance race in April 2026.

E. Briefly describe the single event, performance, class, or other non-programmatic Grant Activity and need being filled. *(400 character count limit)*

IOCC will host two events in FY2026: (1) The IOCC Long Distance Race (IOCC-LD), an OC-6 pre-regatta season "iron" race in the spring of 2026, and (2) in July 2026, IOCC will host its second annual Race for Hawaii’s Future (RHF). RHF is an OC-6 junior development long-distance “change” race, which includes junior OC-1 and OC-2 divisions. The transition from “iron” style races to open ocean OC-6 change races is an advancement in skill for young paddlers. Youth paddlers will race with adults, often parents or older siblings, who serve as their mentors as they learn this new skill set of performing race changes. RHF presents a unique opportunity for parents and keiki to race together.

F. Briefly summarize single event, performance, class, or other non-programmatic Grant Activity outcomes and measures of success, including number and description of those served. *(400 character count limit)*

This grant will help IOCC execute these events by offsetting race expenses incurred to stage a rewarding, competitive experience for the participants. Event #1 (IOCC-LD) anticipates attracting 45-50 crews from youth to kupuna. Event #2 (RHF) hopes to attract at least 20 9-person OC-6 crews, 6-8 OC-2 crews, and 20 OC-1 paddlers for a total of approximately 220 adult and junior paddlers. The experience gained at these events, especially the RHF event, will build confidence in the junior paddlers to tackle other change race events later in the racing season, with the goal of racing the Molokai to Oahu races. Crews from all areas of Oahu and neighbor island crews are expected to participate.

G. Council District **Check all districts that will benefit from the Grant Activity. Provide the amount requested per district. Amounts must be in <u>whole</u> numbers only.**		
☒ District 1 $952	☒ District 2 $952	☒ District 3 $952
☒ District 4 $952	☒ District 5 $952	☒ District 6 $
☒ District 7 $4,762	☒ District 8 $	☒ District 9 $478
Total Amount Requested (must be between $5,000 and $10,000)	$10,000	

H. Type of Grant Activity (pick ONE category that best reflects the Grant Activity):		
1. Public Services: Single event, performance, class, or other non-programmatic projects in this category will support qualified public services and programs for the target populations deemed by the CITY to be most vulnerable.		
☐ A. Public Service – Seniors	☐ B. Public Service - Children	☐ C. Public Service - Disabilities
☐ D. Public Service – Homeless	☐ E. Public Service – Domestic Violence	☐ F. Public Service – Substance Abuse
☐ G. Public Service – Mental Health	☐ H. Public Service – Other (describe):	
2. Arts, Culture, Community/Economic Development, and the Environment: Single event, performance, class or other non-programmatic projects in this category will support the sustainable improvement in the well-being and quality of life of local communities, especially low- to moderate income areas.		
☐ A. Arts	☒ B. Culture	☐ C. Community Development
☐ D. Economic Development	☐ E. Environment	

GRANTEE'S CERTIFICATION AND SIGNATURE

The undersigned, subject to personal liability and penalty under applicable law, certifies that he or she: (i) is authorized to sign this Grant Proposal; (ii) personally prepared or reviewed the matters found in this Grant Proposal (including any related documents/attachments); (iii) asserts all statements made in this Grant Proposal (including all attachments) are true, accurate and complete; and (iv) has the requisite skills and knowledge to assert the foregoing certification and (v) has complied and shall continue to comply with all applicable requirements of Chapter 6, Article 29 of the Revised Ordinances of Honolulu 2021, as amended (Link), regarding private organizations receiving grants of public funds from the City and County of Honolulu.



November 22, 2024

Signature of Grantee (Fiscal Sponsor) Officer
Printed Name and Title: VALERIE CHUN, TREASURER

Date
22 NOVEMBER 2024

CERTIFICATE OF THE BOARD OF DIRECTORS NO OBLIGATIONS IN ARREARS

The undersigned of the Board ("Grantee") hereby certifies that the Grantee or any principal of the Grantee or sponsored organization (where the Grantee is a Fiscal Sponsor) is not in arrears on any financial or other obligation owed to the City & County of Honolulu, a municipal corporation of the State of Hawaii.

(Signature)

STEVEN MEYER, PRESIDENT
(Print name)

CERTIFICATE OF THE BOARD OF DIRECTORS AUTHORIZATION TO ASSIGN AUTHORITY

The undersigned of the Board ("Grantee") hereby certifies that **VALERIE CHUN, TREASURER**, has been authorized by the Board of Directors to sign proposals, contracts, and related documents on behalf of the Grantee. Accordingly, I hereby assign the authority by the Board to execute proposals, contracts, and contract amendments on behalf of the Grantee, and further certify that the assigned is given the power and authority to do all things necessary to implement, maintain, amend, or renew such contracts, including but not limited to the delegation of signing authority to another employee of the Grantee.

(Signature)

STEVEN MEYER, PRESIDENT
(Print name)

STATE OF HAWAII)
CITY AND COUNTY OF HONOLULU)

On this 22nd day of November, 2024, before me appeared Steven Meyer, personally known to me, who, being by me duly sworn, did say that he/she is the president of 'Imi Ola Canoe Club and that the corporation has no corporate seal, and that said instrument was signed in behalf of said corporation by authority of its Board of Directors, and said he acknowledged said instrument to be the free act and deed of said corporation.

Man Chun Quan
Notary Public, State of Hawaii

My Commission expires: SEP 11 2025

Doc. Date: undated # Pages 1
Name: Man Chun Quan First Circuit
Doc. Description: certificate of the board of directors

Signature NOV 22 2024 Date

NOTARY CERTIFICATION

MAN CHUN QUAN NOTARY PUBLIC No. 05-580 STATE OF HAWAII

SECTION II
GRANT ACTIVITY INFORMATION

A. Describe how the community need, stated problem / issue, and target population are effectively validated. The description must include how the single event, performance, class, or other non-programmatic public services target population is vulnerable or how the arts, culture, community/economic development, or environmental activities will especially support low- to moderate income areas.

1. Describe why you chose this Grant Activity and how it will effectively address the community's problem / need. *(500 character count limit)*

Many participant paddlers are Native Hawaiian youth. Both racing events provide a safe competitive setting for paddlers to measure their outrigger paddling progress. Paddling promotes healthy living through athletic training which can mitigate serious health concerns such as obesity and diabetes which disproportionately plague the Native Hawaiian community. The multi-generational and familial emphasis of RHF strengthens ohana. Outrigger paddling is found on all continents, and RHF can attract participation from other states and countries and prepare our keiki to spread Hawaiian culture and aloha across the globe.

B. Describe the proposed plan

1. Provide measurable outcomes, describe how outcomes are aligned with the purposes and priorities of the Grants in Aid Fund, and describe how outcomes directly benefit the target population. *(500 character count limit)*

Public Services should begin with a statement of the number of individuals that the Grant Activity will directly benefit during the Grant Term.

Arts, Culture, Community/Economic Development or Environment should begin with a statement as to how the Grant Activity supports the sustainable improvement in the well-being and quality of life of local communities, especially low to moderate income areas.

Clubs and crews participating in IOCC races are anchors for their communities as gathering places that promote the health and well-being of their members. Paddling is a moderate-cost activity, the primary expense being an investment in a paddle. The races hosted by IOCC are affordable through sensible and judicious fundraising. Participating clubs have varied social support programs for their members ranging from after school "study hall" for students, vocational learning such as canoe repair and paddle construction; and stewardship of park facilities and shoreline areas. IOCC members participate in the State DLNR's adopt-a-park program to maintain the site which the club calls home.

2. Provide an action plan to achieve the stated measurable outcomes. If the single event, performance, class, or other non-programmatic Grant Activity involves a partnership, provide a description of each partner's role. Must include measurable milestones, specific events, or other performance measures appropriate to achieving the outcomes. *(1,000 character count limit)*

The desired outcome is to hold successful races where all who start the race finish the race safely. To that end, IOCC will work closely with the C&C Dept of Parks and Recreation, if applicable, and the State DLNR to secure the necessary park and shorewater permits, respectively. IOCC may partner with the Kanaka Ikaika Racing Association (KIRA) and the

Oahu Hawaiian Canoe Racing Association (OHCRA) for their expertise and guidance in staging open ocean outrigger racing events. IOCC will contract with required professional service providers, such as safety boat drivers, to execute the logistics necessary to safely stage races of this magnitude. The most measurable outcomes of successful events are the completion of the race in a positive environment with overall and divisional winners crowned, all paddlers safe, all canoes seaworthy, and no controversies. The age range of the participants is easily measured and reported through event registration and results by age division.

3. Provide a narrative that explains how the budget in Section III and the deliverable schedule in Section IV will achieve the desired outcomes. (*1,000 character count limit)*

Grant funds received will enable IOCC to pay for some of the race expenses, including, insurance fees, contracted professional services (boat drivers), safety boats, safety equipment such as life vests, trailering, sanitation necessities (portable toilets, trash dumpster), security, awards, post-race lunch, participant t-shirts, race timing device, race software, waste disposal, equipment rental, and kokua crew expenses. All grant funds received enable IOCC to keep the event registration fee at an affordable level, to encourage participation among all levels of income. Grant funds offset the ever-mounting costs of hosting a long-distance race.

C. No CITY funds or assistance.
The highest consideration will be given to applicants that do not receive other funding or any form of assistance from the CITY. While applicants that receive other funding or assistance from the CITY may apply for Grants in Aid funding, the extent of funding or assistance already received in relation to services provided must be considered prior to awarding Grants in Aid funds.

A percentage of the sub-total criteria points will be awarded to Grantees based on the criteria below and the information about past funding / assistance from the CITY that follows.

The applicant has received no awards from the CITY within the last 3 years.	**10%**
The applicant has received 1-2 awards from the CITY within the last 3 years.	**7%**
The applicant has received 3-5 awards from the CITY within the last 3 years.	**5%**
The applicant has received 6-9 awards from the CITY within the last 3 years.	**3%**
The applicant has received 10 or more awards from the CITY within the last 3 years.	**0%**

GRANTEE RECEIPT OF CITY GRANTS

Identify all CITY grants received by Grantee (or Fiscal Sponsor) in the last three (3) years. Information will be verified by the CITY.

1. Grant Activity Name & Contract #: Race for Hawaii's Future; CT-DCS-2500034
   Grant Period: FY2025 Grant Amount: $10,000
   Grant Purpose: Culture
   Grant Activity Status: ☒ Underway ☐ Completed ☐ Canceled
   Administrating Division: DCS, BFS

2. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

3. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

4. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

5. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

6. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

7. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

8. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

9. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

10. Grant Activity Name & Contract #: _____
    Grant Period: _____ Grant Amount: _____
    Grant Purpose: _____
    Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
    Administrating Division: _____

D. Age Friendly Honolulu (Complete only if applying for the bonus points)
Consideration is to be given to applicants that incorporate the vision and goals of the Age-Friendly Honolulu Program (as codified in ROH Chapter 2, Article 22), including but not limited to (1) enabling residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active; and (2) removing barriers to inclusion for and providing support services to vulnerable residents and/or have physical limitations.

If awarded bonus points for being an Age-Friendly Honolulu project, the Grantee will be subject to additional reporting requirements, including but not limited to name, age, and physical location of seniors being served by the project.

To be eligible for the bonus points as an Age-Friendly Honolulu project an organization must demonstrate the proposal aligns with Age-Friendly Honolulu's priorities by completing the following TWO steps:

1) Go the following website https://www.hiphi.org/age-friendly-honolulu/ to access an Age-Friendly Honolulu training video. The video should be watched by at least one (1) person from the non-profit organization in a leadership position (Executive Director, Administrator, or equivalent). This video will define an "age-friendly city" and explain what types of projects align with the Age-Friendly Honolulu Vision.

2) Complete the section below by selecting which Age-Friendly category best fits the activities of your organization and providing a brief description of how your proposal is an Age-Friendly Honolulu project.

☒ Enabling Residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active, particularly at the oldest ages

☐ Providing Kupuna with meaningful roles in the community, including mentors, volunteers, or through intergenerational programming

☐ Removing barriers to support community inclusion and accessibility for persons of all abilities.

3) How is your proposal an Age-Friendly Honolulu project and explain how your organization can meet the additional reporting requirements if awarded? *(2,000 character count limit)*

IOCC-LD will likely draw a significant number of kupuna crew entries, especially since kupuna crews enjoy the "iron" aspect of the race. RHF is an intergenerational race where family members can compete in the same crew, strengthening the bond of ohana. Kupuna members who do not race in RHF will provide volunteer support on shore before, during, and after the race.

IOCC paddlers range in age from 8 years old up to over 80 years old and include many families (ohana) that paddle together. Outrigger canoe paddling is a sport that is unique as it can be performed by all ages and all stages of a person's life.

IOCC keiki paddlers learn positive healthy habits of exercise, group socialization, cooperative teamwork, and leadership skills. Young adults and busy professionals often engage in paddling to nuture a better work-life balance. The ocean is often a salve for many after a stressful workday. Experienced kupuna mentor younger paddlers in the technique and practices of outrigger canoe paddling. Novice kupuna often serve as inspiration to their fellow paddlers for embarking on and enthusiastically embracing their new sport and activity in their senior years.

RHF event is aimed at safely transitioning teenage paddlers from regatta and "iron" distance races, where the same crew races throughout, to "change" races, where paddlers change in and out of the canoe to give respite to their teammates. RHF encourages intergenerational crews for the safety and comfort it brings to the keiki paddler to be mentored by someone they know, and the kick start it creates in the adult paddlers to get into better shape.

Outrigger paddling promotes a healthy lifestyle through athletic training, including weight loss/management and healthy eating. Obesity and diabetes are a significant health concerns of Native Hawaiians, and a June 2023 study by UH Manoa researchers found that 20% of Hawaii residents have participated in outrigger paddling across race and ethnicity, gender, age, education and income level, and health status. Because paddling is widely enjoyed, that makes it a promising area for widespread community health promotion.

Report: https://www.hawaii.edu/news/2023/06/20/canoe-paddling-native-hawaiians-pacific-islanders-health-outcomes/
Study: https://www.cdc.gov/pcd/issues/2023/22_0412.htm

Race and event metrics will be tabulated through race registration and volunteer sign in sheets.

APPENDIX A: TIER II GRANT PROPOSAL (Grants $25,000 to $150,000)
SOLICITATION NO. RGP-DCS-GIA2026

Instructions: The proposal below must be completed in full. Responses must be provided in the fillable boxes provided. Where annotated, the fillable boxes have predetermined maximum limits on character counts. Letters, numbers, punctuation marks, and spaces are included in the character count limits.

SECTION I
SUMMARY

A. Grantee Legal Name:	Impact Change Hawaii
B. Is Grantee a Fiscal Sponsor?	☐ Yes ☒ No
C. Grant Activity Name:	Building Blocks Hawaii

D. Briefly describe the Grantee's background, history (including year established), and mission. *(400 character count limit)*

Impact Change Hawaii (ICH), a 501(c)(3) formed in 2020, addresses systemic issues in Hawaii. Its primary program, Building Blocks Hawaii (BBH), is a free literacy initiative for 3- and 4-year-olds from low-income families, enhancing social-emotional and academic skills to prepare children for school success.

E. Briefly describe the Grant Activity and public need being filled. *(400 character count limit)*

The Grant Activity addresses the need for early literacy support in underserved Hawaii communities through three sub-activities: Community Education and Outreach, promoting literacy awareness via Title I school events; the BBH Program, offering literacy classes and parent sessions for young children; and BBH Curriculum Training, equipping educators to implement high-quality instruction.

F. Briefly summarize Grant Activity outcomes and measures of success, including number and description of those served. *(400 character count limit)*

The Grant Activity will serve 2,212 individuals, including 1,900 community members through outreach events, 156 children and 156 parents in BBH's literacy program, and professional development for 6 Head Start educators. Success measures include reaching event participation targets, 93% of BBH students achieving literacy proficiency, and 75% of teachers reporting increased confidence.

G. Council District
Check all districts that will benefit from the Grant Activity. Provide the amount requested per district. Amounts must be in whole numbers only.

☐ District 1 $	☒ District 2 $ 106,374	☐ District 3 $
☐ District 4 $	☐ District 5 $	☐ District 6 $
☐ District 7 $	☒ District 8 $ 43,626	☐ District 9 $
Total Amount Requested (must be $25,000 to $150,000)	$150,000	

A. Type of Grant Activity (pick ONE category that best reflects the Grant Activity):		
1. Public Services: Projects in this category will support qualified public services and programs for the target populations deemed by the CITY to be most vulnerable.		
A. Public Service – Seniors	■ B. Public Service - Children	C. Public Service - Disabilities
D. Public Service – Homeless	E. Public Service – Domestic Violence	F. Public Service – Substance Abuse
G. Public Service – Mental Health	H. Public Service – Other (describe):	
2. Arts, Culture, Community/Economic Development, and the Environment: Projects in this category will support the sustainable improvement in the well-being and quality of life of local communities, especially low- to moderate income areas.		
A. Arts	B. Culture	C. Community Development
D. Economic Development	E. Environment	

GRANTEE'S CERTIFICATION AND SIGNATURE

The undersigned, subject to personal liability and penalty under applicable law, certifies that he or she: (i) is authorized to sign this Grant Proposal; (ii) personally prepared or reviewed the matters found in this Grant Proposal (including any related documents/attachments); (iii) asserts all statements made in this Grant Proposal (including all attachments) are true, accurate and complete; (iv) has the requisite skills and knowledge to assert the foregoing certification; and (v) has complied and shall continue to comply with all applicable requirements of Chapter 6, Article 29 of the Revised Ordinances of Honolulu 2021, as amended (Link), regarding private organizations receiving grants of public funds from the City and County of Honolulu.

Signature of Grantee (Fiscal Sponsor) Officer

Date: 11/20/24

Printed Name and Title:

Leila Fujinaka
Founder & CEO

CERTIFICATE OF THE BOARD OF DIRECTORS NO OBLIGATIONS IN ARREARS

The undersigned of the Board ("Grantee") hereby certifies that the Grantee or any principal of the Grantee or sponsored organization (where the Grantee is a Fiscal Sponsor) is not in arrears on any financial or other obligation owed to the City & County of Honolulu, a municipal corporation of the State of Hawaii.

(Signature)

Sean Nakamoto
(Print name)

CERTIFICATE OF THE BOARD OF DIRECTORS AUTHORIZATION TO ASSIGN AUTHORITY

The undersigned of the Board ("Grantee") hereby certifies that Sean Nakamoto (name), CEO (title), has been authorized by the Board of Directors to sign proposals, contracts, and related documents on behalf of the Grantee. Accordingly, I hereby assign the authority by the Board to execute proposals, contracts, and contract amendments on behalf of the Grantee, and further certify that the assigned is given the power and authority to do all things necessary to implement, maintain, amend, or renew such contracts, including but not limited to the delegation of signing authority to another employee of the Grantee.

(Signature)

Sean Nakamoto
(Print name)

STATE OF HAWAII)
CITY AND COUNTY OF HONOLULU)

On this 20th day of November, 2024, before me appeared Sean Nakamoto, personally known to me, who, being by me duly sworn, did say that he/she is the Grantee of Impact Change Hawaii and that the corporation has no corporate seal, and that said instrument was signed in behalf of said corporation by authority of its Board of Directors, and said Grantee acknowledged said instrument to be the free act and deed of said corporation.

JOYCE N. NISHIKAWA NOTARY PUBLIC No. 89-662 STATE OF HAWAII

Notary Public, State of Hawaii

My Commission expires: 11.29.2025

JOYCE N. NISHIKAWA NOTARY PUBLIC No. 89-662 STATE OF HAWAII

Doc. Date: 11.20.24 # Pages 2
Name: CERT of the Board of First Circuit
Doc. Description: Directors Obligations In Areas

Signature Date

NOTARY CERTIFICATION

SECTION II
GRANT ACTIVITY INFORMATION

A. Describe how the community need, stated problem/issue, and target population are effectively validated. The description must include how the public services' target population is vulnerable or how the arts, culture, community/economic development, or environmental activities will especially support low- to moderate-income areas.

1. Provide substantive data and other qualifying information to demonstrate how the problem/issue impacts the target population and is a community priority that needs to be addressed. *(5,000 character count limit)*

Community Need

Only **1 in 3 children in Hawaii** are adequately prepared for kindergarten, with **70.4% of children entering kindergarten in SY2023-24** *not* meeting literacy readiness benchmarks (Honolulu Star-Advertiser,2023). This readiness gap highlights an urgent community need for early literacy programs in Hawaii for the **target population of 3-5-year-olds**, especially for low-to moderate-income families. A 2020 report emphasized that **80% of brain development occurs between ages 0-5**, making early education critical for cognitive growth and future learning (*InBrief: The Science of Early Childhood Development*, 2020). Hawaii's educational landscape reveals significant disparities in early childhood education access, particularly in low-income areas, where substantial barriers prevent many children from receiving quality early learning opportunities. In 2021-2022, only 549 low-income 4-year-olds were enrolled in the state's prekindergarten program, underscoring the limited reach of these initiatives (NIEER, 2022). These challenges are linked to broader issues, such as lower graduation rates and heightened economic hardship, emphasizing the critical need for equitable early education access. This lack of early childhood education is prevalent in Title I school districts, where our organization's target population resides. Therefore, many of these children often enter kindergarten lacking critical literacy and social-emotional skills.

Problem Statement

Early literacy is more than just a foundational skill—it is a **crucial predictor of lifelong outcomes**, influencing educational attainment, economic stability, and social well-being. Without targeted intervention, children who struggle with literacy at an early age are significantly more likely to face future challenges that extend beyond the classroom.

Supporting data underscores the severity of the problem:

- Children not reading proficiently by third grade are **4-6 times more likely** to face social or welfare challenges later in life (National Assessment of Adult Literacy as cited in The Annie E. Casey Foundation, 2021).
- Low-income children face a **30 million-word gap** by kindergarten, a key predictor of future struggles (Williams, 2020).
- **66% of students** not proficient by fourth grade are at risk of incarceration or welfare reliance (National Assessment of Adult Literacy as cited in The Annie E. Casey Foundation, 2021).

- **75% of Americans receiving food assistance** (Literacy New York, n.d.) are at the lowest literacy levels, reinforcing the link between early education and long-term economic stability.

Investing in early literacy directly strengthens academic success and addresses broader societal challenges, paving the way for a more resilient and self-sufficient future for Hawaii's children.

Affordability remains a significant barrier for many families seeking quality early education. With the average cost of preschool in Hawaii reaching **$11,000 per year** (Lee, 2017), many families simply cannot afford early education for their children. Many economically disadvantaged families in Title I schools are unable to access early literacy and social-emotional learning (SEL) opportunities, leaving their children at risk of falling behind. For instance, **middle-income toddlers typically learn two new words per day, while low-income children learn only 0.5 new words**, exacerbating educational delays (Samudra et al., 2019).

Target Population

Our target population includes 3-5-year-old children from low- to moderate-income families residing in Title I school districts within Honolulu. Specifically, our program serves Title I school districts in the **Leilehua-Mililani Complex Area**. This **target population is vulnerable** due to the significant socioeconomic barriers they face in accessing quality early education. Key demographics include:

- **91% low- to moderate-income families**, with **65% classified as ALICE** (Asset Limited, Income Constrained, Employed)
- **26.09% families** that earn $59,000 or less annually, far below Hawaii's livable income benchmark of **$132,912** (Hawaii Department of Education. 2022)
- **13.04% military-affiliated families** near **Schofield Barracks and Wheeler Airfield**, facing unique challenges, such as frequent relocations and educational disruptions
- **84.7% of students** are minorities, including **Native Hawaiian (37%)**

These children often enter kindergarten lacking critical literacy and social-emotional skills due to limited access to early learning resources. By providing targeted early literacy support, our program aims to equip these children with the foundational skills necessary for academic success, giving them a fair start to excel in school and build a strong foundation for lifelong learning.

Our target population adjacently includes the parents of the children served. Research highlights that parental involvement is vital to early education (Martinez-Yarza et al., 2024), as children with actively engaged parents demonstrate higher literacy, language skills, and social-emotional development.

B. Describe the proposed plan

1. Provide a description of the Grant Activity. This description will be used as the scope of services in the contract. Describe why you chose this Grant Activity and how it will effectively address the community's problem / need. *(3,000 character count limit)*

Description

ICH's GIA Grant Activity is defined under three sub-activities:

1. **Community Education and Outreach**: Engage with community members through Title I school fairs and outreach events to promote early literacy awareness and provide resources to underserved families.
2. **Building Blocks Hawaii (BBH) Program**: A comprehensive early literacy program offering developmentally-appropriate learning opportunities to 3- and 4-year-olds from low- to moderate-income families, along with parent empowerment sessions to support at-home learning. Available at ICH's Wahiawa and Mililani locations.
3. **BBH Curriculum Training in Head-Start Preschools**: Train in-house BBH and partner Head Start teachers to effectively implement BBH's literacy curriculum, equipping them with tools and strategies for high-quality instruction and curriculum adaptation, supporting scalability across educational settings.

Why BBH chose this Grant Activity, how it will effectively address the community need

1. **Community Education and Outreach:** Outreach is crucial to ensuring that more families are aware of and can access early literacy resources, especially in our **target population of 3-4 year olds from underserved communities** where gaps in educational support are most prevalent. By focusing on community engagement, BBH aims to make high-quality educational support accessible to low- to moderate-income families. This approach will bridge literacy gaps by raising community awareness, reaching individuals and families directly, and addressing the **community need** by supporting children who may not be enrolled in formal early learning programs.
2. **BBH Program:** Many of our target population children do not qualify or cannot afford Head Start or other formal preschool programs leaving them without essential early literacy support that is crucial for their development. BBH directly fills this gap by providing affordable, high-quality early childhood education, particularly for ALICE households and those facing financial hardship. Families pay $50 per month if able, while **scholarships ensure free access** for those in need. By focusing on providing a multisensory, developmentally-appropriate learning environment, BBH directly supports the **community need** for accessible early literacy education
3. **Curriculum Training in Head-Start Preschools**: This grant activity is a key part of our efforts to scale and reach more individuals with our successful BBH curriculum. Head-Start preschools serve children from economically disadvantaged backgrounds who are at risk of falling behind in literacy–our **target population**. By training Head Start teachers to use and administer our curriculum, BBH aims to expand its reach and gather insights to further improve its effectiveness. This activity directly addresses

the community need by providing an adaptable and scalable curriculum, ensuring more children in underserved communities benefit from early literacy support.

2. Provide measurable outcomes, describe how outcomes are aligned with the purposes and priorities of the Grants in Aid Fund, and describe how outcomes directly benefit the target population. *(3,000 character count limit)*

Public Services should begin with a statement of the number of individuals that the Grant Activity will directly benefit during the Grant Term.

Arts, Culture, Community/Economic Development or Environment should begin with a statement as to how the Grant Activity supports the sustainable improvement in the well-being and quality of life of local communities, especially low to moderate income areas.

Grant Activity Outcomes

ICH projects reaching **2,212 total individuals**. 1,900 individuals will be reached through direct services, distributing family resources, and outreach events such as our book-drive that promotes literacy awareness and early-literacy books for children. The BBH program will benefit a total of **156 children and 156 parents** in the grant term at our Mililani and Wahiawa learning center locations, specifically targeting low-income and ALICE families within Title I school districts. Lastly, 6 Head Start teachers will be trained on administering the BBH curriculum to 200 Head Start students.

Outcome 1: Reach over **1,900 community members** through school fairs and outreach events, increasing awareness on early childhood literacy.

- Performance measures: number of community events held, total participants reached
- Funding allocated: Community Educator, Assistant Manager,

Outcome 2: **93% of students** attending the BBH program will achieve **average or above-average literacy proficiency**, demonstrating significant improvement in foundational literacy skills.

- Performance measures: Track the student literacy proficiency while administering the program, making note of changes in performance.
- Funding allocated: BBH Teacher, Teacher Assistant/Parent Coordinator, Assistant Manager

Outcome 3: Train **6 Head Start teachers** to implement the BBH curriculum, with at least **75% of teachers** reporting increased confidence in delivering literacy instruction.

- Performance measures: Track the change in confidence levels in delivering literacy instruction via pre and post surveys.
- Funding allocated: Professional Development Trainer, Assistant Manager

Alignment with GIA Purposes and Priorities

Outcomes 1-3 align with the GIA grant priorities by focusing on providing public services to **vulnerable target populations**, specifically young children from economically disadvantaged backgrounds. Outcomes 1-3 address the vulnerable population on three different levels: engagement and awareness, direct service, and expansion. Outcome 1 focuses on

community engagement and raising awareness to ensure families are informed about early literacy resources. Outcome 2 provides direct services through the BBH Program, offering affordable early education to children who lack access to other programs. Outcome 3 supports expansion by training Head Start teachers to implement the curriculum, allowing more children to receive quality literacy instruction. Together, these outcomes ensure that essential public services are accessible to the children most in need, fostering educational equity and long-term community resilience.

3. Provide an action plan to achieve the stated measurable outcomes. If the Grant Activity involves a partnership, provide a description of each partner's role. Must include measurable milestones, specific events, or other performance measures appropriate to achieving the outcomes. *(3,000 character count limit)*

Action Plan

The following action plan provides a structured approach with specific activities, performance measurement targets (PMT), responsible parties, and timelines (FY2025-2026) to achieve the stated outcomes effectively.

Team: BBH Teacher (BT), Teacher Assistant/Parent Coordinator (TA), Community Educator (CE), Professional Development Trainer (PDT), Assistant Manager (AM)

Outcome 1: Community Outreach

- Conduct outreach events (CE)
    - PMT: Reach an average of 475 community members per quarter.
- Develop literacy resource materials–create and distribute 150 literacy materials (CE) per outreach
    - PMT: Distribute 150 resources to families.

Outcome 2: BBH Literacy Improvement

- Begin literacy instruction (BT)
    - PMT: Begin instruction for 78 enrolled children.
- Conduct training sessions–monthly literacy training for BBH teachers (PDT)
    - PMT: Conduct 4 training sessions per month.
- Provide literacy assessments–collect performance data on literacy proficiency (BT, TA)
    - PMT: Assess 100% of enrolled children.
- Analyze increases in literacy proficiency (BT, TA)
    - PMT: 93% of students demonstrate literacy proficiency.
- Implement parent literacy support activities through BBH's Parent Empowerment Institute (TA)
    - PMT: x6 sessions per quarter, 97% of parents report actively using strategies learned at BBH to engage with their children

Outcome 3: BBH Curriculum Training in Head-Start Preschools

- Train Head Start educators–train educators in BBH curriculum (PDT)
    - PMT: Train 6 educators.
- Monitor educator progress–assess educator confidence and curriculum effectiveness (PDT)
    - PMT: Assess 100% of trained educators.

- Conduct educator feedback sessions–hold quarterly sessions with educators (PDT)
    - PMT: Hold 1 feedback session per quarter.
- Update curriculum based on feedback–revise BBH curriculum (PDT, AM)
    - PMT: Complete revisions by the end of the grant term.
- Develop digital support resources–create resources for educators (PDT, AM)
    - PMT: Develop and license digital resources to all 6 preschools.
- Evaluate teachers' long-term curriculum growth and effectiveness in delivering Science of reading principles through BBH curriculum (PDT, AM)
    - PMT: Complete evaluation and report findings.

4. Provide a budget narrative that explains how the budget in Section III will achieve the desired outcomes. (*3,000 character count limit)*

<u>BBH Teacher – ($56,000 @ .50 FTE)</u> – Outcome 2
The BBH Teacher will deliver evidence-based literacy instruction to children ages 3–5 from low to moderate-income families as part of the BBH program. Duties include implementing curriculum, facilitating social-emotional learning, engaging with parents, and tracking student progress. The salary for this position is based on a monthly rate of $2,333, totaling $28,000 annually for a 0.50 FTE allocation.

<u>Teacher Assistant/Parent Coordinator – ($56,000 @ .50 FTE)</u> – Outcome 2

The Teacher Assistant/Parent Coordinator, will support classroom instruction and coordinate parent engagement activities. Responsibilities include assisting teachers, organizing parent workshops and managing parent programs to enhance family literacy and child development. The salary for this position is based on a monthly rate of $2,333, totaling $28,000 annually for a 0.50 FTE allocation.

<u>Professional Development Trainer – ($56,000 @ .50 FTE)</u> – Outcome 3

The Professional Development Trainer will prepare educators to implement the BBH curriculum by conducting quarterly workshops, providing coaching, and collaborating with Parent and Child Together (PACT). The trainer will ensure consistent delivery, refine materials through feedback, and train educators across partner sites. The PD Trainer will also train our own BBH teachers in curriculum delivery. The salary for this position is based on a monthly rate of $2,333, totaling $28,000 annually for a 0.50 FTE allocation.

<u>Community Educator – ($40,000 @ 0.50 FTE)</u> – Outcome 1

The Community Educator will engage Oahu families through programs on literacy, social-emotional skills, and leadership, including outreach, educational sessions, event promotion, data collection, and coordinating the Parent Empowerment Institute to support parental involvement. The salary for this position is based on a monthly rate of $1,666, totaling $20,000 annually for a 0.50 FTE allocation.

<u>Assistant Manager ($12,544)</u> – Outcome 1, 2, 3

This contracted allocation supports current staff member Corrine Yogi in her role as Assistant Manager. She oversees daily operations, supports program implementation, and ensures administrative tasks are completed efficiently. Her work is critical to maintaining program quality, coordinating staff activities, and meeting grant compliance requirements.

Award Management – ($18,000) – Outcome 1, 2, 3
This contracted allocation supports managing award compliance, preparing required reports, and overseeing financial documentation. Their expertise ensures that the program adheres to funding requirements, maintains accurate records, and fulfills all grant obligations effectively. This position will develop needs surveys to gather feedback from program participants, educators, and stakeholders. These surveys provide critical insights into gaps in service, evolving community needs, and opportunities for program refinement.

5. Provide a timeline that is complete, realistic and appropriate to achieve the desired outcomes. This timeline should also be reflected in Section IV. *(3,000 character count limit)*

Timeline

Legend:
(1) Outcome 1: Community Outreach
(2) Outcome 2: BBH Literacy Improvement
(3) Outcome 3: BBH Curriculum Training in Head-Start Preschools

10/25/25-09/26/26 (Ongoing Activities)

- **Conduct Outreach Events (1)**
  - Host literacy outreach events to reach an average of 475 community members each quarter.
  - Create and distribute literacy brochures and materials to families.
- **Parent Empowerment Institute Sessions (2)**
  - Conduct 6 Parent Empowerment Institute sessions per quarter to support at-home literacy practices.
- **Conduct Educator Feedback Sessions (3)**
  - Continue holding quarterly feedback sessions with educators.
- **Conduct BBH Teacher Training Sessions (3)**
  - Facilitate 4 professional development sessions for BBH teachers per month.
- **Update Curriculum Based on Feedback (3)**
  - Revise BBH curriculum to reflect educator and student feedback.

Oct-Dec 2025

- **Begin Literacy Instruction (2)**
  - Start instruction for all 78 enrolled children using BBH's curriculum.
- **Implement BBH Curriculum in Preschools, train Head Start educators (3)**
  - Start training and oversee curriculum delivery in 6 Head Start preschools.
  - Begin training 6 educators to implement the BBH curriculum.
- **Develop Digital Support Resources (3)**
  - Create and distribute digital resources to educators.

Jan-Mar 2026

- **Monitor Educator Progress (3)**
  - Assess educator confidence and curriculum effectiveness.

Apr-Jun 2026

- **BBH Literacy Improvement: Provide Literacy Assessments (2)**
  - Administer PELI assessments to all 78 children enrolled in BBH.

- **Conduct Follow-Up Surveys (2)**
    - Administer surveys to assess literacy practice adoption; goal: 90% of families report adopting new literacy practices.

Jul-Sept 2026

- **Analyze Literacy Proficiency Increases (2)**
    - Review post-assessment data; target 93% of students demonstrating proficiency.
- **Update Curriculum Based on Feedback (3)**
    - Revise BBH curriculum to reflect educator and student feedback.
- **Evaluate Long-Term Curriculum Impact (3)**
    - Complete evaluation of curriculum effectiveness and report findings.

C. Provide evidence of the agency's ability to perform the proposed grant activity through past performance, current capacity and/or plan to acquire the capacity to perform.

1. Provide data that demonstrates proven success in offering the same, similar, or related activities to achieve the proposed outcomes. *(3,000 character count limit)*

Community Outreach

ICH has extensive experience in community engagement, particularly through outreach events through our Title I school partners through school fairs which have proven effective in connecting with underserved families. In total, ICH has reached **1,500 individuals across 7 outreach events** to date.

BBH Literacy Improvement

Data collected from ICH's regularly administered Preschool Early Literacy Indicators (PELI) assessments highlights the effectiveness and efficiency of our BBH program, curriculum, and instructors. Literacy improvements are achieved with just 1.5 hours of instruction twice a week, underscore the impactful use of resources and strong parental involvement.

At the beginning of each year, the majority of students who enroll in the BBH program test at low literacy levels. After analyzing post-test data of each student who participated in the 2020-2021 program, we concluded:

- 93% of students who participated regularly showed an increase to a minimum level of average literacy
- 20% of those students tested at above average levels (60% average, 20% above average).

This means 100% of students who routinely participated in the BBH program improved to, at minimum, average literacy competency.

BBH's success is rooted in its use of evidence-based curricula and research-backed teaching strategies. The program integrates **Harvard-backed research** for professional development and continuous curriculum improvement, ensuring that instruction focuses on developing **academic literacy skills** rather than rote memorization. Each daily lesson includes activities

that foster phonological awareness, affirmations, social-emotional learning (SEL), literacy, handwriting/fine motor skills, and readiness skills.

At the heart of this success is BBH's experienced team, led by Curriculum Director Lauren, a retired Hawaii DOE Literacy Specialist with 39 years of experience both in and out of the classroom. Lauren holds a Master of Education in Special Education from the University of Washington and a Bachelor of Education in Elementary Education from the University of Hawaii. Her dual licensure in Special Education and General Education enables her to teach students across a diverse range from Pre-K to 12th grade. Lauren brings a wealth of knowledge, expertise, and dedication to her role at BBH, ensuring that the program's curriculum is research-based, impactful, and accessible to all learners.

BBH Curriculum Training in Head-Start Preschools

Our expertise in developing evidence-based literacy curricula and delivering impactful literacy instruction positions us as leaders in professional development. With a proven track record of designing effective, research-backed teaching strategies and achieving measurable literacy gains in students, we bring valuable insights into what works in the classroom. This foundation enables us to provide high-quality training for teachers, equipping them with practical tools to enhance literacy outcomes for their students.

2. Describe the applicant's capacity to successfully achieve the proposed outcomes.
OR
Provide a plan to acquire the capacity to successfully achieve the proposed outcomes (including how the applicant has acquired similar capacity in the past).

Responses should include organizational knowledge, staffing, fiscal resources, facilities and other resources, stakeholders and relationships, and other relevant resources. *(3,000 character count limit)*

ICH's Ability to Successfully Achieve Proposed Outcomes

Outcome 1: Community Outreach

- **Organizational Knowledge**: ICH's outreach efforts have connected with 1,500 individuals through seven school fairs and community events, demonstrating expertise in engaging underserved families.
- **Staffing**: Outreach activities are led by an experienced Educator, ensuring effective resource distribution and engagement with low-income communities.
- **Fiscal Resources**: Outreach is funded by grants, fundraising, and donations, covering materials, event coordination, and staffing.
- **Facilities**: Partner venues, including Title I schools, provide accessible locations for outreach events.
- **Stakeholders/Partnerships**: Collaborations with Title I schools like Kipapa Elementary ensure venues, logistical support, and access to underserved families.
- **Other Resources**: Established community ties and collaborations with local organizations enhance outreach impact and increase awareness of available literacy resources.

Outcome 2: BBH Literacy Improvement

- **Organizational Knowledge**: BBH's curriculum integrates Harvard-backed research, prioritizing academic literacy over memorization. Daily lessons include phonological

awareness, SEL, literacy, handwriting, and readiness skills to support comprehensive literacy development.
- **Staffing**: The Curriculum Director oversees curriculum implementation, teacher observations, and professional development, supported by a Professional Development Trainer to maintain instructional quality.
- **Fiscal Resources**: The literacy program is funded through grants, community fundraising, and program fees, ensuring coverage for curriculum development, staff salaries, and materials.
- **Facilities**: BBH operates at Mililani and Wahiawa locations, providing consistent access to program services.
- **Stakeholders/Partnerships**: Partnerships with Title I schools and community organizations help identify eligible families and support program enrollment.

Outcome 3: BBH Curriculum Training in Head Start Preschools

- **Organizational Knowledge**: BBH's adaptable and culturally relevant curriculum is designed to meet the needs of Head Start preschools and other external programs.
- **Staffing**: A Professional Development Trainer ensures educators are well-prepared to deliver the curriculum, supporting scalability and quality.
- **Fiscal Resources**: Funding from grants and partnerships supports educator training and curriculum implementation, ensuring resources are in place for effective integration.
- **Facilities**: A pending partnership with PACT Head Start provides access to six preschools and ten additional schools for curriculum piloting, expanding BBH's reach.
- **Stakeholders/Partnerships**: Collaboration with PACT Head Start extends literacy support to economically disadvantaged children.
- **Other Resources**: Training materials, guides, and ongoing support equip educators to adapt and implement the curriculum effectively.

D. Describe the applicant's sustainability and/or additional long-term benefit to the community

1. Provide a plan for sustaining and / or expanding activities beyond the applicable grant period. *(2,000 character count limit)*

<u>Community Outreach</u>
ICH will sustain community outreach by continuing to engage parents, build its mailing list, and collaborate with schools, libraries, and community organizations. Literacy events will remain integral to annual programming, ensuring ongoing communication and support for underserved families.

ICH plans to expand community outreach by increasing the number of events held annually and targeting new underserved areas within Title I school districts. We are currently in the process of piloting "STEM Labs" to reach an even wider audience of parents and educators.

<u>BBH Literacy Improvement</u>
ICH will focus on maintaining services to its target population, hiring skilled teachers, and refining the curriculum. These efforts will ensure the program continues to deliver high-quality literacy support without expanding physical locations.

As part of its expansion efforts, ICH is increasing accessibility by delivering the BBH curriculum online, allowing families on neighbor islands to benefit from the program without the need for in-person attendance. This digital adaptation will enable the program to reach more underserved populations while maintaining its high-quality standards. These efforts will allow ICH to expand its impact without replicating physical locations, leveraging technology to provide equitable access to early literacy education.

<u>BBH Curriculum Training in Head Start Schools</u>
Curriculum implementation will be sustained by continuing professional development training, ensuring long-term integration in identified partner preschools.

ICH will expand its curriculum implementation by partnering with more Head Start programs and preschools statewide and on the mainland, where partnerships are already being formed. This distributable curriculum will extend accessibility, and ICH will develop regional professional development workshops to equip educators to adopt the curriculum effectively, supporting broader adoption and fostering nationwide impact.

2. Describe the applicant's capacity and resources to carry out the above plan (staffing, funding, etc.) beyond the grant period. *(2,000 character count limit)*

Staffing Resources
Impact Change Hawaii (ICH) has a highly experienced team that provides the expertise necessary to sustain and expand BBH activities. The program is led by a Curriculum Director (CD) with 38 years of experience in the Department of Education (DOE) and a Master's in Special Education. The Team Director brings over 30 years of DOE experience, a Master's in Elementary Education, and a Certification from the Hawaii Teacher Standards Board. BBH's two teachers collectively have nearly 40 years of teaching experience, ensuring high-quality program delivery.

Financial Resources
ICH operates under a diversified and sustainable funding model, leveraging multiple revenue streams to ensure program stability:

- **Grants**: ICH actively secures private, public, and foundation grants, supported by an experienced grant writer. By the end of 2024, ICH aims to submit over $500,000 in grant applications to sustain and expand its initiatives.
- **Program Revenue**: The distributable BBH curriculum will generate revenue through sales and training services, directly supporting BBH's self-sufficiency while expanding its reach to underserved areas.
- **Fundraising:** ICH hosts events like our "Read-a-thon", which not only raise funds to sustain programs but also foster deeper community engagement by involving families and local supporters in meaningful literacy-focused activities.
- **Private Donations**: ICH conducts quarterly fundraising campaigns to grow its base of individual donors, ensuring ongoing support through both one-time and recurring contributions.
- **Corporate Sponsorships:** This year, ICH is prioritizing securing corporate sponsorships by building strong partnerships with local businesses and corporations. These sponsors will provide financial and in-kind support for events and programs, enhancing ICH's ability to serve the community and expand its impact.

E. No CITY funds or assistance.
The highest consideration will be given to applicants that do not receive other funding or any form of assistance from the CITY. While applicants that receive other funding or assistance from the CITY may apply for Grants in Aid funding, the extent of funding or assistance already received in relation to services provided must be considered prior to awarding Grants in Aid funds.

A percentage of the sub-total criteria points will be awarded to Grantees based on the criteria below and the information about past funding / assistance from the CITY that follows.

The applicant has received no award from the CITY within the last 3 years.	**10%**
The applicant has received 1-2 awards from the CITY within the last 3 years.	**7%**
The applicant has received 3-5 awards from the CITY within the last 3 years.	**5%**
The applicant has received between 6-9 awards from the CITY within the last 3 years.	**3%**
The applicant has received 10 or more awards from the CITY within the last 3 years.	**0%**

GRANTEE RECEIPT OF CITY GRANTS

Identify all CITY grants received by Grantee (or Fiscal Sponsor) in the last three (3) years. Information will be verified by the CITY.

1. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

2. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

3. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

4. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____

E. Age Friendly Honolulu (Complete only if applying for the bonus points)
Consideration is to be given to applicants that incorporate the vision and goals of the Age-Friendly Honolulu Program (as codified in ROH Chapter 2, Article 22), including but not limited to (1) enabling residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active; and (2) removing barriers to inclusion for and providing support services to vulnerable residents and/or have physical limitations.

<u>If awarded bonus points for being an Age-Friendly Honolulu project, the Grantee will be subject to additional reporting requirements, including but not limited to name, age, and physical location of seniors being served by the project.</u>

To be eligible for the bonus points as an Age-Friendly Honolulu project an organization must demonstrate the proposal aligns with Age-Friendly Honolulu's priorities by completing the following TWO steps:

1) Go the following website https://www.hiphi.org/age-friendly-honolulu/ to access an Age-Friendly Honolulu training video. The video should be watched by at least one (1) person from the non-profit organization in a leadership position (Executive Director, Administrator, or equivalent). This video will define an "age-friendly city" and explain what types of projects align with the Age-Friendly Honolulu Vision.

2) Complete the section below by selecting which Age-Friendly Honolulu category best fits the activities of your organization and providing a brief description of how your proposal is an Age-Friendly Honolulu project.

☐ Enabling Residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active, particularly at the oldest ages

☐ Providing Kupuna with meaningful roles in the community, including mentors, volunteers, or through intergenerational programming

☐ Removing barriers to support community inclusion and accessibility for persons of all abilities.

3) How is your proposal an Age-Friendly Honolulu Project and explain how your organization can meet the additional reporting requirements if awarded? *(2,000 character count limit)*

APPENDIX A: TIER II GRANT PROPOSAL (Grants $25,000 to $150,000)
SOLICITATION NO. RGP-DCS-GIA2026

Instructions: The proposal below must be completed in full. Responses must be provided in the fillable boxes provided. Where annotated, the fillable boxes have predetermined maximum limits on character counts. Letters, numbers, punctuation marks, and spaces are included in the character count limits.

SECTION I
SUMMARY

A. Grantee Legal Name:	B. IHS, The Institute for Human Services, Inc.
C. Is Grantee a Fiscal Sponsor?	☐ Yes ☒ No
D. Grant Activity Name:	Improving Shelter Experience Through Facility Modernization

E. Briefly describe the Grantee's background, history (including year established), and mission. *(400 character count limit)*

Founded in 1978, IHS, The Institute for Human Services, Inc. is a comprehensive human services agency focused on preventing and ending homelessness in Hawaii. As a 501(c)3 non-profit organization, IHS has served Oahu for over 46 years. IHS' mission is "To create and offer tailored solutions for those in crisis, and nurture homeless people toward greater self-direction and responsibility."

F. Briefly describe the Grant Activity and public need being filled. *(400 character count limit)*

This project will make the Sumner and Kaaahi shelters and dining rooms more comfortable and attractive to homeless individuals, encouraging shelter entry, retention, and active service participation. Improvements will increase the appeal, comfort, and ambiance of the shelters thereby meeting clients basic needs while encouraging participation in services needed for them to enter into housing.

G. Briefly summarize Grant Activity outcomes and measures of success, including number and description of those served. *(400 character count limit)*

Project success measured by completion of proposed activities based on these measures:
1. Purchase fans, furniture, AV, and PA systems; put in service.
2. Complete Kaaahi dining room A-Wing window project.
3. 1,198 homeless clients served by Kaaahi and Sumner shelters in Council District 6.
4. 80% (485) of households surveyed report satisfaction with shelter environments and services.

H. Council District
Check all districts that will benefit from the Grant Activity. Provide the amount requested per district. Amounts must be in whole numbers only.

☐ District 1 $	☐ District 2 $	☐ District 3 $
☐ District 4 $	☐ District 5 $	☒ District 6 $143,892
☐ District 7 $	☐ District 8 $	☐ District 9 $

Total Amount Requested (must be $25,000 to $150,000)	$143,892

I. Type of Grant Activity (pick ONE category that best reflects the Grant Activity):		
1. Public Services: Projects in this category will support qualified public services and programs for the target populations deemed by the CITY to be most vulnerable.		
☐ A. Public Service – Seniors	☐ B. Public Service - Children	☐ C. Public Service - Disabilities
☒ D. Public Service – Homeless	☐ E. Public Service – Domestic Violence	☐ F. Public Service – Substance Abuse
☐ G. Public Service – Mental Health	☐ H. Public Service – Other (describe):	
2. Arts, Culture, Community/Economic Development, and the Environment: Projects in this category will support the sustainable improvement in the well-being and quality of life of local communities, especially low- to moderate income areas.		
☐ A. Arts	☐ B. Culture	☐ C. Community Development
☐ D. Economic Development	☐ E. Environment	

GRANTEE'S CERTIFICATION AND SIGNATURE

The undersigned, subject to personal liability and penalty under applicable law, certifies that he or she: (i) is authorized to sign this Grant Proposal; (ii) personally prepared or reviewed the matters found in this Grant Proposal (including any related documents/attachments); (iii) asserts all statements made in this Grant Proposal (including all attachments) are true, accurate and complete; (iv) has the requisite skills and knowledge to assert the foregoing certification; and (v) has complied and shall continue to comply with all applicable requirements of Chapter 6, Article 29 of the Revised Ordinances of Honolulu 2021, as amended (Link), regarding private organizations receiving grants of public funds from the City and County of Honolulu.

Constance Mitchell — 11/20/24

Signature of Grantee (Fiscal Sponsor) Officer — Date

Printed Name and Title: Constance Mitchell, Executive Director

CERTIFICATE OF THE BOARD OF DIRECTORS NO OBLIGATIONS IN ARREARS

The undersigned of the Board ("Grantee") hereby certifies that the Grantee or any principal of the Grantee or sponsored organization (where the Grantee is a Fiscal Sponsor) is not in arrears on any financial or other obligation owed to the City & County of Honolulu, a municipal corporation of the State of Hawaii.

(Signature)

David Morimoto, Board President
(Print name)

CERTIFICATE OF THE BOARD OF DIRECTORS AUTHORIZATION TO ASSIGN AUTHORITY

The undersigned of the Board ("Grantee") hereby certifies that Constance K.Y.F. Mitchell (name), Executive Director (title), has been authorized by the Board of Directors to sign proposals, contracts, and related documents on behalf of the Grantee. Accordingly, I hereby assign the authority by the Board to execute proposals, contracts, and contract amendments on behalf of the Grantee, and further certify that the assigned is given the power and authority to do all things necessary to implement, maintain, amend, or renew such contracts, including but not limited to the delegation of signing authority to another employee of the Grantee.

(Signature)

David Morimoto, Board President
(Print name)

STATE OF HAWAII)
CITY AND COUNTY OF HONOLULU)

On this 8th day of November, 2024, before me appeared David Morimoto, personally known to me, who, being by me duly sworn, did say that he/~~she~~ is the Board President of IHS, The Institute for Human Services, Inc. and that the corporation has no corporate seal, and that said instrument was signed in behalf of said corporation by authority of its Board of Directors, and said he acknowledged said instrument to be the free act and deed of said corporation.

L.A. HERNANDEZ NOTARY PUBLIC No. 13-377 STATE OF HAWAII

Notary Public, State of Hawaii

My Commission expires: November 3, 2025

Doc. Date: 11/08/2024 # Pages 1
Name: L.A. Hernandez 1st Circuit
Doc. Description: Certificate of the Board of Directors No Obligation in Arrears

Signature 11/08/2024 Date

NOTARY CERTIFICATION

L.A. HERNANDEZ NOTARY PUBLIC No. 13-377 STATE OF HAWAII

SECTION II
GRANT ACTIVITY INFORMATION

A. Describe how the community need, stated problem/issue, and target population are effectively validated. The description must include how the public services' target population is vulnerable or how the arts, culture, community/economic development, or environmental activities will especially support low- to moderate-income areas.

1. Provide substantive data and other qualifying information to demonstrate how the problem/issue impacts the target population and is a community priority that needs to be addressed. *(5,000 character count limit)*

IHS' Kaaahi and Sumner emergency shelters address Oahu's continuing need for emergency shelter and supportive services for men, women and families experiencing homelessness. The Kaaahi Street shelter provides sleeping accommodations for up to 72 women and 100 family adults and children per night while the Sumner Street shelter provides sleeping accommodations for up to 135 men per night. Both shelters provide 3 meals a day, restrooms, showers, phone and computer access, free wi-fi, toiletries and clothing, housing navigation, and support services. In FY 2024, the Sumner and Kaaahi shelters served 1,124 individuals experiencing homelessness including 601 single men, 306 single women and 61 families comprising 101 adults and 122 children.

Oahu's most recent annual Point in Time (PIT) Count of homeless persons (both sheltered and unsheltered) was conducted in January 2024. The PIT Count identified a total of 4,494 homeless persons on the island. Of this total, 2,766 (62%) were unsheltered and 1,728 (38%) were sheltered staying in Emergency Shelters, Transitional Housing or Vet Safe Haven. Region 1 Urban Honolulu (Airport to Piikoi St.) contained 24% and Region 2 East Honolulu/Waikiki (Piikoi St to Makapuu Point) contained 20% of Oahu's total unsheltered persons, respectively. Of Oahu's Chronically Homeless population (those with long term disabilities and over a year homeless), Region 1 had 22% and Region 2 had 26%. Thus, IHS' immediate geographic catchment area contained 44% of Oahu's unsheltered homeless, including 48% of the island's unsheltered Chronically Homeless.

Though among the oldest shelters in Honolulu, the Kaaahi (opened in 1997) and Sumner (opened in 1986) shelters continue to serve key functions as portals of entry and initial service triage into a comprehensive continuum of services and resources that links households to services and resources needed for them to enter into and maintain housing. The Kaaahi and Sumner shelters thus continue to be key to national, State, City, and Continuum of Care initiatives to assist homeless households in stabilizing their immediate needs and entering into housing successfully.

Requested improvements will create more welcoming spaces for dining, resting, healing, and community engagement. Firstly, Kaaahi dining room window replacements and installation of 10 industrial fans will help transform the dining area from a quick-service space into a community hub where guests (shelter clients) can comfortably participate in monthly guest house meetings, housing workshops, and peer support activities that historically show 40% higher success rates when conducted in comfortable environments. Purchase and installation of 9 industrial fans for the Sumner men's shelter dormitories will help to increase comfort and restful sleep by increasing cooling.

The requested high durability, modular furniture systems for the Kaaahi and Sumner dining areas serve multiple goals. More comfortable seating arrangements will extend average diner seatings from 10 to 20 minutes, creating natural opportunities for staff engagement and social

support. This is especially important for the Kaaahi families, who have children. Between meals, furniture can be readily reconfigured into small group settings that our data shows increase workshop participation by 30%. Benefits include speedier setup and cleanup after meals, faster configuration for small and large group meetings, and less frequent replacement of furniture due to breakage.

Additionally, requested modern audio-visual (AV) systems (one for Sumner and one for Kaaahi) will increase service delivery effectiveness for life skill groups, resource fairs, and monthly guest house meetings held for clients in the dining rooms. Amplified sound will make it easier for attendees to hear session presenter content while also allowing visual aids to be projected to attendees. Finally, the new public announcement (PA) system for the Sumner shelter (cost of repairing existing system higher than replacement due to its age) will allow for announcements to be made throughout the facility, increasing efficiency in service announcements and updates.

These improvements are crafted to create a compounding effect: more comfortable temperatures encourage shelter entry and retention, resulting in more persons participating in programs delivered, and improved engagement leading to better overall outcomes for those served. Based on other shelter improvements of comparable costs, contextualized by survey results and anecdotal reports from shelter guests over the years, we believe that this set of improvements will yield the greatest benefit for those we served.

B. Describe the proposed plan

1. Provide a description of the Grant Activity. This description will be used as the scope of services in the contract. Describe why you chose this Grant Activity and how it will effectively address the community's problem / need. *(3,000 character count limit)*

This project will make IHS's Kaaahi and Sumner shelter environments more welcoming spaces that enhance client engagement, participation in services, and facilitate service delivery. These elements are core to the role of the shelters as portals of entry into homeless services and triage centers where immediate needs are met, longer term needs are assessed, and linkage to services and resources needed to enter into housing takes place.

At the Sumner men's shelter, 9 industrial fans will be purchased to increase comfort in the dorms and dining room, while new AV system purchase and installation will facilitate group activities in the dining room such as weekly Monday morning veterans' fairs and monthly guest house meetings. A new PA system (replacing the old system) will allow for clear announcements to be made within the shelter.

At the Kaaahi shelter (women and families), 10 industrial fans will be purchased and installed in the dining room area to increase comfort by increasing airflow. Replacement of dining room jalousie windows with A-frame windows will improve ventilation and comfort. Purchase and installation of an AV system will facilitate group activities and workshops for the women and families served in the shelter.

Purchase of modular furniture (collapsible wheeled tables and stackable folding chairs with racks) for both the Kaaahi and Sumner shelter dining rooms will allow for easier cleaning between meals as well as for ready re-configuration for use as large group meeting or smaller group workshop space use.

The creation of enhanced spaces will increase both functionality and utilization. During meal services, which provided 344,895 meals last year, the improved ventilation will create a comfortable dining atmosphere that encourages shelter guests to fully engage in meal times rather than rushing through them. Between meals, the modular furniture systems will allow quick reconfiguration of the dining room spaces for life skills groups, veterans' fairs, health services and employment workshops, monthly guest house meetings, and community-building activities (e.g. movie showings). This flexibility directly supports our comprehensive service model.

Project need was determined through review of guest input from surveys and anecdotal interviews which indicated that heat and humidity in both Kaaahi and Sumner dining rooms was desirable (particularly during Kona weather and Summers). Similar feedback was given for the men's shelter dorms. Installing air conditioning in these areas is cost prohibitive at present. Need for an AV system for group education activities became obvious in the last year as groups resumed and were often disrupted by road noise. Need for a new PA system at Sumner became apparent when repair costs were obtained and compared to costs of a new system. These activities will meet community need by making the shelter environment more comfortable, thereby encouraging entry, continued tenure, and service participation.

2. Provide measurable outcomes, describe how outcomes are aligned with the purposes and priorities of the Grants in Aid Fund, and describe how outcomes directly benefit the target population. *(3,000 character count limit)*

Public Services should begin with a statement of the number of individuals that the Grant Activity will directly benefit during the Grant Term.

Arts, Culture, Community/Economic Development or Environment should begin with a statement as to how the Grant Activity supports the sustainable improvement in the well-being and quality of life of local communities, especially low to moderate income areas.

This project will directly benefit 1,172 homeless shelter guests annually, with measurable outcomes specifically aligned with our grant activity objectives and success metrics. At Kaaahi shelter, improvements will enhance services for 516 individuals (288 women and 228 family members (125 adults, 123 children; 66 families), while at Sumner shelter, upgrades will benefit 656 individuals (Source: Annual Report FY2023 statistics). Our comprehensive measurement framework connects directly to the outcomes outlined in Section I(F) through four key areas:

Firstly, the installation and activation of industrial fans (to increase ventilation and cooling in the Kaaahi Dining Room and Sumner Dining Room and dorms), modular furniture (to provide flexible, efficient multi-purpose configurations in the Kaaahi Dining Room and Sumner Dining Room areas), AV systems (to assist group facilitation and meetings in the Kaaahi Dining Room and Sumner Dining Room), and PA system (to increase communications efficiency at the Sumner shelter) implementation will be evaluated based on the completion of procurement activities, purchase, any required assembly and installation, and placement into their respective intended purposes. Proposed documentation supporting this outcome comprises receipts for purchases, photographs showing project completion, and a site visit.

Secondly, the purchase and installation of A-frame windows for the Kaaahi dining room will similarly be evaluated based on completion of procurement, purchase, and installation. Proposed documentation supporting this outcome consists of receipts for purchases, photographs showing project completion, and a site visit.

Thirdly, overall number of persons served in the shelters versus proposed numbers will be measured by comparison of individuals served based on monthly reports for each shelter produced by the Homeless Management Information System (HMIS) managed by Partners in Care. All shelter intakes and exits for Kaaahi and Sumner are entered into HMIS.

Fourthly, overall shelter environment impact will be assessed through our existing satisfaction survey system, with a target of 80% of clients surveyed reporting satisfaction with shelter environments and services. Based on a target of 1,172 persons comprising 516 Kaaahi individuals (288 women and 228 family members (125 adults, 123 children; 66 families) and 656 Sumner shelter individuals, we expect 288 + 66 + 656 = 1,010 households to be served. Given a survey response rate of 60% (accounting for those who leave or choose no to participate), we expect 606 persons surveyed with 566 (80%) reporting satisfaction.

These measurable outcomes directly support our mission while aligning with Grants in Aid priorities by creating environments that encourage service utilization and community building among vulnerable populations. Each metric connects to our ultimate goal of increasing successful transitions to housing through enhanced service engagement.

3. Provide an action plan to achieve the stated measurable outcomes. If the Grant Activity involves a partnership, provide a description of each partner's role. Must include measurable milestones, specific events, or other performance measures appropriate to achieving the outcomes. *(3,000 character count limit)*

Implementation Timeline and Action Plan:

This project begins immediately after Notice to Proceed and follows a five-phase plan.
In Phase 1 (Months 1-2), following Project Convocation in Week 1:
The Director of Facilities and Maintenance develops procurement specifications for the Kaaahi A-Frame windows component in compliance with agency and City requirements. This component of the project is expected to take the longest to complete. He will manage vendor solicitation, bid review, and contract negotiations, and project management. He will also complete procurement specifications for the Sumner shelter PA system component. Pricing and quote collection will begin.

The Director of Operations will complete procurement specifications for the AV systems, modular furniture, and industrial fans components of the project. Pricing and quote collection will then commence.

Director of Operations implements monthly satisfaction surveys in Month 1 at Kaaahi and Sumner.

Shelter services continue with no interruptions serving 1,172 homeless persons at Kaaahi and Sumner shelters in the year.

Phase 2 (Months 3-4) focuses on:
1. Comparing bids received for each of the project subcomponents and obtaining any needed clarifications required before making purchasing decisions for the AV systems, modular furniture, industrial fans, and PA components. (Dir. of Ops)
2. Making purchase commitments (Dir. of Ops), and
3. Adjust service delivery schedules, notify guests in advance. (Dir. of Ops, Guest Svc. Mgr., Shelter CM Coord.)

4. Complete procurement process for and purchase of Kaaahi windows. Begin planning and permitting as soon as possible. (Dir. of Facilities)

Phase 3 (Months 5-7) focuses on:
1. Coordinating assembly, placement and installation of AV systems, modular furniture, industrial fans, and PA components in the shelters with minimal operational disturbance. Keep guests informed. (Dir. of Ops, Guest Svc. Mgr., Shelter CM Coord.)
2. Testing AV, furniture, fans, and PA system, train staff in proper use. (Dir. of Ops, Guest Svc. Mgr., Shelter CM Coord.)
3. Kaaahi windows component: Remaining planning, permitting, project management (Dir. of Facilities)

Phase 4 (Months 8-10):
1. All components except Kaaahi windows are completed. Orient group facilitators to AV use, fine tune components. (Guest Svc. Mgr., Shelter CM Coord.)
2. Kaaahi windows component: Project management (Dir. of Facilities); demolition and installation (Maintenance Staff).

Phase 5 (Months 11-12):
1. Kaaahi windows component: Project management, finish installation (if not done earlier), close permits (Dir. of Facilities, Maintenance Staff)

Quality control includes weekly progress reports (Dir. Facilities, Dir. Operations, Guest Svc. Mgr., Shelter CM Coord.) and monthly progress meetings (Director of Planning and Evaluation). This approach, combining staff accountability, procurement compliance, and community engagement, ensures sustainable program growth and service quality throughout implementation.

4. Provide a budget narrative that explains how the budget in Section III will achieve the desired outcomes. (*3,000 character count limit)*

City GIA Funded Budget: $143,892 requested.
Direct Program Staff: Not requested.

Admin. Staff (0.025 FTE): salary ($2,700), fringe benefits ($592) detailed in Section III.
*Director of Facilities and Maintenance (0.025 FTE): provide project management, oversee procurement process, oversee Kaaahi Dining Room window replacement project component. See job description in Section VI.B.2 and resume in Section VI.I.B.3.

Equipment: $85,000 detailed in Section III.
*$85,000 requested for purchase of A-frame windows to replace existing jalousie windows in Kaaahi shelter 3rd floor dining room. For improving cooling and ventilation.

Other Costs: $55,600 detailed in Section III:
*Kaaahi & Sumner: modular furniture (round flip tables, stackable chairs and racks) = $30,000. To be used in Kaaahi and Sumner dining room areas. $15,000 per shelter x 2 shelters = $30,000. To encourage use of space for groups and meetings, decrease setup, breakdown and cleanup times, and allow more flexible space use configurations.
*Kaaahi & Sumner audio-visual (AV) systems: $14,000. For use in meetings and groups held in Kaaahi and Sumner dining rooms. $7,000 per shelter x 2 shelters = $14,000.

*Kaaahi Dining Room (10) & Sumner Dorm and dining room fans (9): Purchase of industrial fans for Kaaahi Dining Room (10) and Sumner shelter dorm and dining room (9). $400 each x 19 fans total = $7,600. For improving cooling and ventilation.
*Public Address (PA) System for Sumner Shelter: $ 4,000 x 1 unit = $4,000. To increase efficiency of communications with shelter users.

Indirect Costs: Not requested.
Total City Funded Budget: $143,892

IHS plans to fund the cost of demolition and installation work for the Kaaahi Windows component through unrestricted private grants and donations. Based on a) Demolishing existing Kaaahi Dining Room windows (20 hours x 3 staff) and c) Installing. A-Frame Windows (80 hours x 3 staff) at IHS Maintenance staff rate of $26.31/hour w/ fringe and benefits totaling $11,050 in wages + $1,838 in fringe and benefits = $12,888.

Other than the Director of Facilities and Maintenance costs for project management noted in the City GIA request and the Maintenance staff costs for demolition and window installation noted above, all other IHS staff costs for this project will be covered through existing funding sources.

5. Provide a timeline that is complete, realistic and appropriate to achieve the desired outcomes. This timeline should also be reflected in Section IV. *(3,000 character count limit)*

Project Timeline: October 2025 - September 2026

OCTOBER - NOVEMBER 2025 (Months 1 & 2)
• Weeks 1-4:
-Project Convocation, contract review, and grant operationalization; data collection put in place
-Document current facility conditions
-Finalize specifications, scopes for procurement
-Conduct initial guest surveys; continue monthly through project
-Start procurement; schedule site visits and walk-throughs for Kaaahi Windows
-Collect pricing and quotes for other components

DECEMBER 2025 - JANUARY 2026 (Months 3 & 4)
-Continue procurement
-Finalize contractor selections
-Contracting
-Notify guests in shelters about upcoming projects
• Materials ordering
-Industrial fans
-Modular furniture components
-AV Systems
-PA System
• Delivery scheduling
- Coordinate with vendors
- Arrange secure storage
- Plan installation sequencing
-Contracting, delivery, demolition and installation planning for Kaaahi Windows

FEBRUARY - APRIL 2026 (Months 5-7)

• Fan Installation (Kaaahi and Sumner, 30 days)
  -Coordinated with guest service schedules
  -Section-by-section approach
  -Staff Training

• AV Systems Installation (Kaaahi and Sumner, 30 days)
  -Equipment mounting
  -Wiring and testing
• Staff Training
  -Usage protocols
  -Maintenance procedures

Furniture Installation (Kaaahi and Sumner, 30 days)
• Week 1-2: Kaaahi Facility
  -Modular furniture assembly
  -Staff training on configurations
• Week 3-4: Sumner Facility
  -Furniture installation
  -Space optimization planning

PA System Installation (Sumner, 14 days)
  -Staff training

Kaaahi Windows
  -Remaining planning and permitting, project management; if permits granted maintenance staff will commence demolition and installation work
  - After breakfast/before dinner work periods
  - Minimal meal service disruption

MAY - JULY 2026 (Months 8-10)
Kaaahi Windows: Expect permits to be granted here; maintenance staff will commence demolition and installation work if not started earlier. Project management continues.
  - After breakfast/before dinner work periods
  - Minimal meal service disruption

Fan, PA system, AV system, and furniture components
 -Fine tuning as needed

AUGUST - SEPTEMBER 2026 (Months 8-10)
Kaaahi Windows: Project management continues.
 -Maintenance staff finish project (if not done earlier)
 -Close permits

Prepare for grant closeout
 -Performance verification
 -Impact documentation
 -Final Outcome Measurements

C. Provide evidence of the agency's ability to perform the proposed grant activity through past performance, current capacity and/or plan to acquire the capacity to perform.

1. Provide data that demonstrates proven success in offering the same, similar, or related activities to achieve the proposed outcomes. *(3,000 character count limit)*

IHS has over 38 years (starting in 1986 with the Sumner shelter) of experience in shelter operations and facility management, including a strong track record of programs delivered and capital improvement projects completed. Most recently, we demonstrated our capabilities through the comprehensive renovation of our 'Imi Ola Piha Homeless Triage and Treatment Center, where we transformed a former pet hospital into Hawaii's first community-based detox treatment center. This extensive renovation and subsequent program launch, completed through partnerships with the State, City & County of Honolulu, local businesses, and foundations, showcases our ability to implement and integrate while maintaining continuity of existing services.

This project is part of IHS' ongoing effort to refresh and modernize the shelters to improve the guest experience. In recent years City ESG funding has supported renovations of the Kaaahi and Sumner restrooms. Castle and Cooke has pledged to update the Kaaahi Children's Learning Room and Garden. In 2023, IHS applied for a $675,000 State Legislative GIA to replace tile in Kaaahi shelter (all floors, areas other than restrooms) and replace 3rd floor dining room and office jalousie windows. $500,000 was awarded, resulting in IHS asking for $85,000 from the City to upgrade the dining room windows as part of this GIA request. IHS has also sought pro bono assistance from builders and construction companies for skilled labor in several projects needing labor beyond our Maintenance staff.

Our expertise extends to the successful operation and maintenance of multiple specialized shelters, including our Housing Navigation Center at Sand Island (Hale Mauliola), Medical Respite Homes (Tutu Bert's Houses 2 & 5, VET House, and KURH), Kahauiki Village permanent housing program, and the Village of Redemption re-entry and Paepae Hou transitional housing programs. Each of these projects required careful planning, strategic improvements, and ongoing maintenance to create appropriate environments for specialized services.

In FY2023 alone, IHS managed facilities that served 6,061 individuals across all programs, provided 344,895 meals, housed 1,744 individuals in our shelter programs, and delivered health services to 1,499 individuals. Our track record of maintaining these facilities while serving high volumes of clients demonstrates our capacity to execute facility improvements without disrupting essential services.

Our ongoing facility management includes oversight of multiple emergency shelters (Kaaahi and Sumner), specialty shelters, veterans Housing, and substance use recovery homes. Each facility has undergone strategic improvements to better serve specific client populations while maintaining operational efficiency. This experience, combined with our comprehensive financial management of $27,338,496 in revenue for FY2023, positions us to effectively execute and maintain the proposed facility improvements.

2. Describe the applicant's capacity to successfully achieve the proposed outcomes.
OR
Provide a plan to acquire the capacity to successfully achieve the proposed outcomes (including how the applicant has acquired similar capacity in the past).

Responses should include organizational knowledge, staffing, fiscal resources, facilities and other resources, stakeholders and relationships, and other relevant resources. *(3,000 character count limit)*

IHS's capacity to execute this project successfully rests on our experienced leadership team and proven track record in facility management and improvement projects as well as social service program delivery. Organizational infrastructures are strong and undergo reviews by CARF accreditation, funder site visits, and annual auditing processes. Key leadership includes:
-Executive Director, Connie Mitchell, APRN, has over 44 years' experience in health and human services. Prior to joining IHS, she served as Director of Nursing for Hawaii State Hospital. She holds an MSN specializing in Psychiatric Mental Health Nursing and is an Advanced Practice Registered Nurse. She provides overall direction to all IHS programs, and will provide general responsibility for the execution of this grant.
-Director of Planning and Evaluation, Kanui Bell, MBA, MA, CSAC, CCJP, ICADC, ICCJP, and Data Manager Nancy Ruan, BBA will provide support for program data collection set up, collection, analysis, and required grant deliverable reporting.
-Director of Workforce Excellence, Ruth Weerapan Saraos, BBA, SPHR, has over 20 years of experience in human resources. Assisted by four staff, she is responsible for all IHS human resources functions. Ms. Weerapan Saraos holds a Bachelor of Business Administration (HR concentration) and since 2007 has been certified as a Senior Professional in Human Resources by the Society of Professionals in Human Resources.
-Director of Finance, Kaelin Ryals, BSBA, provides agency fiscal oversight and is responsible for compliance with Federal and State requirements. She has 14 years of experience in accounting and finance. Ms. Ryals leads the agency's finance staff and will manage project financial activities and reporting for this grant.
-Director of Facilities and Maintenance, Troy Hickman, BSBA, has over 20 years of experience in construction and will oversee the PA system and jalousie window portions of the scope of work.
-Director of Operations Jennifer Hickman, MS, brings extensive project management expertise, with a demonstrated history of managing complex facility operations and staff development. She will manage procurement and placement of the fans, modular furniture, and AV systems. She has 10 years of experience in clinical counseling.

The implementation team includes:
-Shelter Manager Raenell Manning, whose background in guest services supervision and inventory management ensures smooth project execution while maintaining daily operations. Manning's proven ability to manage urgent facility matters and coordinate between departments will be crucial for minimizing disruption during improvements.
-Shelter Case Manager Coordinator Margaret Gasetoto brings 7 years of direct service experience. Her expertise in developing comprehensive programs and coordinating with stakeholders will ensure improvements align with service objectives.

See job descriptions in Section VI.B.2, resumes in Section VI.I.B.3, and CARF Letter in Section VII.

D. Describe the applicant's sustainability and/or additional long-term benefit to the community

1. Provide a plan for sustaining and / or expanding activities beyond the applicable grant period. *(2,000 character count limit)*

IHS' Sumner and Kaaahi emergency shelters are funded through highly leveraged financial and in-kind support from government, private grants, and individual donors. Funding from Federal HUD, State DHS, CoC and other sources are likely to continue, but are not sufficient

to support the cost of the work that needs to be done. To ensure long term service availability, service providers need to be supported with more complete funding, particularly as costs continue to increase.

Plans for sustaining and expanding activities after the grant period are:
1. Kaaahi dining room A-Frame windows and the Sumner PA system will be maintained by IHS' facilities staff and incorporated into their ongoing regular maintenance schedule.
2. Fans and modular furniture purchased and placed at the Kaaahi and Sumner shelters will be cleaned and maintained by the respective shelter guest services personnel.
3. Audio-visual (AV) systems purchased for the Kaaahi and Sumner shelters will be managed and secured by the respective shelter facilities leads.

With respect to services provided at the shelters impacted by this grant:
1. Shelter activities calendars will continue to be maintained by the Guest Services Manager and Shelter Case Management Coordinator. This includes group activities held in dining rooms, use of the AV systems, Life Skills groups, and monthly house meetings.
2. Data on guest experiences, including dining room and sleeping areas, will be collected in meal surveys and shelter surveys.
3. The Volunteer Coordinator will continue to recruit community organizations (e.g. HPU nursing and Public Health) and volunteer groups (e.g. AA and NA) to facilitate on site activities. She will also continue to recruit interns, practicum students and volunteers to support staff manpower.
4. IHS Meal Program Manager will continue to partner with community agencies to deliver the meal program, including donated food items and volunteer meal services.

2. Describe the applicant's capacity and resources to carry out the above plan (staffing, funding, etc.) beyond the grant period. *(2,000 character count limit)*

IHS has sufficient capacity and resources to carry out the project sustainment plan beyond the grant period. Key staff include the Director of Facilities and Maintenance, Director of Operations, Guest Services Manager, and Shelter CM Coordinator. GIA funds will support purchase of industrial fans (for cooling and ventilation in Kaaahi dining room and Sumner dorms), AV systems and modular furniture for the dining rooms in both shelters (for group workshops and meetings), and a new PA system for the Sumner Men's shelter. Also requested is funding for replacement of the jalousie windows in the Kaaahi dining room (to increase cooling and ventilation).

Project sustainment entails continued delivery of services improved through this City GIA request. The Director of Facilities and Maintenance will ensure maintenance of the PA system (Sumner) and A-Frame windows (Kaaahi). The Director of Operations, through the Guest Services Manager and Shelter CM Coordinator will ensure the AV systems (Kaaahi and Sumner) are monitored and that the industrial fans and modular furniture for the dining areas are maintained. The Meal Program Manager will ensure continued meal services.

The Executive Director, Director of Planning and Evaluation, and Director of Philanthropy will communicate funding needs and requests for assistance to government, private foundations, businesses, and the general public. This includes email, internet, and social media. The Volunteer Coordinator, who will work with IHS' Clinical Programs department to place interns and practicum students from human services programs. The Director of Planning and Evaluation will also assist with pursuing grant applications. The agency's board of directors is also a resource available for consultation and assistance if needed.

E. No CITY funds or assistance.
The highest consideration will be given to applicants that do not receive other funding or any form of assistance from the CITY. While applicants that receive other funding or assistance from the CITY may apply for Grants in Aid funding, the extent of funding or assistance already received in relation to services provided must be considered prior to awarding Grants in Aid funds.

A percentage of the sub-total criteria points will be awarded to Grantees based on the criteria below and the information about past funding / assistance from the CITY that follows.

The applicant has received no award from the CITY within the last 3 years.	**10%**
The applicant has received 1-2 awards from the CITY within the last 3 years.	**7%**
The applicant has received 3-5 awards from the CITY within the last 3 years.	**5%**
The applicant has received between 6-9 awards from the CITY within the last 3 years.	**3%**
The applicant has received 10 or more awards from the CITY within the last 3 years.	**0%**

GRANTEE RECEIPT OF CITY GRANTS

Identify all CITY grants received by Grantee (or Fiscal Sponsor) in the last three (3) years. Information will be verified by the CITY.

1. Grant Activity Name & Contract #: CT-DCS-2400321: Operate and Maintain Hale Mauliola
   Grant Period: 6/1/24-5/31/25 Grant Amount: $1,500,700
   Grant Purpose: To operate and maintain Hale Mauliola
   Grant Activity Status: ☒ Underway ☐ Completed ☐ Canceled
   Administrating Division: Dept. of Community Services

2. Grant Activity Name & Contract #: ESG Street Outreach, contract #: CT-DCS-2400170
   Grant Period: 3/22/24-1/31/25 Grant Amount: $128,425
   Grant Purpose: Provide street outreach to a minimum of 75 unsheltered individuals.
   Grant Activity Status: ☒ Underway ☐ Completed ☐ Canceled
   Administrating Division: Dept. of Community Services

3. Grant Activity Name & Contract #: ESG Emergency Shelter Essential Services and Shelter Operations, contract #: CT-DCS-2400172
   Grant Period: 3/20/24-1/31/25 Grant Amount: $390,000
   Grant Purpose: Provide essential services and shelter operations to a minimum of 600 homeless individuals at the Sumner Men's Shelter and Kaaahi Women's and Families Shelter.
   Grant Activity Status: ☒ Underway ☐ Completed ☐ Canceled
   Administrating Division: Dept. of Community Services

4. Grant Activity Name & Contract #: ESG Emergency Shelter Essential Services, contract #: CT-DCS-2300121
   Grant Period: 5/1/23-1/31/24 with extension 3/28/24-6/29/24 Grant Amount: $258,621
   Grant Purpose: Provide essential services to a minimum of 700 homeless men at the Sumner shelter.
   Grant Activity Status: ☐ Underway ☒ Completed ☐ Canceled
   Administrating Division: Dept. of Community Services

5. Grant Activity Name & Contract #: ESG Street Outreach, contract #: CT-DCS-2300188
   Grant Period: ESG Street Outreach, contract #: CT-DCS-2300188 Grant Amount: $130,693.40
   Grant Purpose: Provide street outreach to a minimum of 75 unsheltered individuals.
   Grant Activity Status: ☐ Underway ☒ Completed ☐ Canceled
   Administrating Division: Dept. of Community Services

6. Grant Activity Name & Contract #: Housing First Increment I Project, CT-DCS-240012
   Grant Period: 11/1/23-10/31/25 Grant Amount: $5,754,600 (Years 1 and 2 combined)
   Grant Purpose: Provide housing navigation, case management, tenant rental assistance, and supportive service
   Grant Activity Status: ☒ Underway ☐ Completed ☐ Canceled
   Administrating Division: Dept. of Community Services

7. Grant Activity Name & Contract #: ESG Street Outreach and ESG Emergency Shelter, CT-DCS-2200126
   Grant Period: 2/1/22-1/31/23, with extension 2/16/23-4/30/23 Grant Amount: $475,528 (Street Outreach 254,516 & Emergency Shelter $221,012)
   Grant Purpose: Provide street outreach to a minimum 150 homeless persons and shelter activities to 670 homeless males at Sumner Men's Shelter.
   Grant Activity Status: ☐ Underway ☒ Completed ☐ Canceled
   Administrating Division: Dept. of Community Services

8. Grant Activity Name & Contract #: Housing First Increment I, CT-DCS-190010
   Grant Period: 11/1/18- 10/31/23 Grant Amount: $12,000,000 (5 years combined)
   Grant Purpose: Retain in housing and place newly a total of 110 Chronically Homeless Households, including at least ten couples/families, from the project target geographic area
   Grant Activity Status: ☐ Underway ☒ Completed ☐ Canceled
   Administrating Division: Dept. of Community Services

9. Grant Activity Name & Contract #: Outreach Navigation Program, CT-DCS-1900297
   Grant Period: 8/1/19-7/31/23, with extension to 7/31/24; next contract pending Grant Amount: $1,250,000 (all years combined)
   Grant Purpose: Outreach Navigational services (medical and legal) for homeless individuals with severe mental illness and/or substance use disorder
   Grant Activity Status: ☐ Underway ☒ Completed ☐ Canceled
   Administrating Division: Dept. of Community Services

10. Grant Activity Name & Contract #: Hale Mauliola, CT-DCS-1900147
    Grant Period: 6/1/19-5/31/24 Grant Amount: $6,901,559 (5 years combined)
    Grant Purpose: Operate and maintain Hale Mauliola housing navigation center
    Grant Activity Status: ☐ Underway ☒ Completed ☐ Canceled
    Administrating Division: Dept. of Community Services

E. Age Friendly Honolulu (Complete only if applying for the bonus points)
Consideration is to be given to applicants that incorporate the vision and goals of the Age-Friendly Honolulu Program (as codified in ROH Chapter 2, Article 22), including but not limited to (1) enabling residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active; and (2) removing barriers to inclusion for and providing support services to vulnerable residents and/or have physical limitations.

If awarded bonus points for being an Age-Friendly Honolulu project, the Grantee will be subject to additional reporting requirements, including but not limited to name, age, and physical location of seniors being served by the project.

To be eligible for the bonus points as an Age-Friendly Honolulu project an organization must demonstrate the proposal aligns with Age-Friendly Honolulu's priorities by completing the following TWO steps:

1) Go the following website https://www.hiphi.org/age-friendly-honolulu/ to access an Age-Friendly Honolulu training video. The video should be watched by at least one (1) person from the non-profit organization in a leadership position (Executive Director, Administrator, or equivalent). This video will define an "age-friendly city" and explain what types of projects align with the Age-Friendly Honolulu Vision.

2) Complete the section below by selecting which Age-Friendly Honolulu category best fits the activities of your organization and providing a brief description of how your proposal is an Age-Friendly Honolulu project.

☐ Enabling Residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active, particularly at the oldest ages

☐ Providing Kupuna with meaningful roles in the community, including mentors, volunteers, or through intergenerational programming

☐ Removing barriers to support community inclusion and accessibility for persons of all abilities.

3) How is your proposal an Age-Friendly Honolulu Project and explain how your organization can meet the additional reporting requirements if awarded? *(2,000 character count limit)*
N/A.

APPENDIX A: TIER II GRANT PROPOSAL (Grants $25,000 to $150,000)
SOLICITATION NO. RGP-DCS-GIA2026

Instructions: The proposal below must be completed in full. Responses must be provided in the fillable boxes provided. Where annotated, the fillable boxes have predetermined maximum limits on character counts. Letters, numbers, punctuation marks, and spaces are included in the character count limits.

SECTION I
SUMMARY

A. Grantee Legal Name:	Institute for Native Pacific Education and Culture (INPEACE)
B. Is Grantee a Fiscal Sponsor?	☐ Yes ☒ No
C. Grant Activity Name:	Eō Leadership Project

D. Briefly describe the Grantee's background, history (including year established), and mission. *(400 character count limit)*

The Institute for Native Pacific Education and Culture (INPEACE), a statewide 501(c)3 founded in 1994, serves low-income Native Hawaiian communities facing low academic achievement and generational poverty. Its mission is to "improve the quality of life for Native Hawaiians through community partnerships that provide educational opportunities and promote self-sufficiency."

E. Briefly describe the Grant Activity and public need being filled. *(400 character count limit)*

The Eō Leadership Project empowers youth through culturally grounded education and leadership development for students in grades 4-6, through culture- and place-based activities, family engagement events, and cultural learning trips. This project addresses low academic engagement, absenteeism, and cultural disconnection, fostering success, pride, and leadership for lasting community impact.

F. Briefly summarize Grant Activity outcomes and measures of success, including number and description of those served. *(400 character count limit)*

The Eō Leadership Project will transform the lives of 70 students (grades 4-6) and 30 family members by addressing educational inequity and cultural disconnection. Outcomes include 70 students enrolled, 70% improving peer leadership and cultural identity, 30 family members engaged, 5 Family Engagement Events, and 5 Cultural Learning Trips, supporting community growth and empowerment.

G. Council District
Check all districts that will benefit from the Grant Activity. Provide the amount requested per district. Amounts must be in whole numbers only.

☒ District 1 $150,000	☐ District 2 $	☐ District 3 $
☐ District 4 $	☐ District 5 $	☐ District 6 $
☐ District 7 $	☐ District 8 $	☐ District 9 $
Total Amount Requested (must be $25,000 to $150,000)	$150,000	

H. Type of Grant Activity (pick ONE category that best reflects the Grant Activity):		
1. Public Services: Projects in this category will support qualified public services and programs for the target populations deemed by the CITY to be most vulnerable.		
☐ A. Public Service – Seniors	☐ B. Public Service - Children	☐ C. Public Service - Disabilities
☐ D. Public Service – Homeless	☐ E. Public Service – Domestic Violence	☐ F. Public Service – Substance Abuse
☐ G. Public Service – Mental Health	☐ H. Public Service – Other (describe):	
2. Arts, Culture, Community/Economic Development, and the Environment: Projects in this category will support the sustainable improvement in the well-being and quality of life of local communities, especially low- to moderate income areas.		
☐ A. Arts	☒ B. Culture	☐ C. Community Development
☐ D. Economic Development	☐ E. Environment	

GRANTEE'S CERTIFICATION AND SIGNATURE

The undersigned, subject to personal liability and penalty under applicable law, certifies that he or she: (i) is authorized to sign this Grant Proposal; (ii) personally prepared or reviewed the matters found in this Grant Proposal (including any related documents/attachments); (iii) asserts all statements made in this Grant Proposal (including all attachments) are true, accurate and complete; (iv) has the requisite skills and knowledge to assert the foregoing certification; and (v) has complied and shall continue to comply with all applicable requirements of Chapter 6, Article 29 of the Revised Ordinances of Honolulu 2021, as amended (Link), regarding private organizations receiving grants of public funds from the City and County of Honolulu.

Sanoe Marfil — 11/21/24

Signature of Grantee (Fiscal Sponsor) Officer — Date

Printed Name and Title: Sanoe Marfil, Chief Executive Officer

CERTIFICATE OF THE BOARD OF DIRECTORS NO OBLIGATIONS IN ARREARS

The undersigned of the Board ("Grantee") hereby certifies that the Grantee or any principal of the Grantee or sponsored organization (where the Grantee is a Fiscal Sponsor) is not in arrears on any financial or other obligation owed to the City & County of Honolulu, a municipal corporation of the State of Hawaii.

Antoinette Freitas
(Signature)
Antoinette Freitas
(Print name)

CERTIFICATE OF THE BOARD OF DIRECTORS AUTHORIZATION TO ASSIGN AUTHORITY

The undersigned of the Board ("Grantee"), hereby certifies that Sanoe Maifi (name), Chief Executive Officer (title), has been authorized by the Board of Directors to sign proposals, contracts, and related documents on behalf of the Grantee. Accordingly, I hereby assign the authority by the Board to execute proposals, contracts, and contract amendments on behalf of the Grantee, and further certify that the assigned is given the power and authority to do all things necessary to implement, maintain, amend, or renew such contracts, including but not limited to the delegation of signing authority to another employee of the Grantee.

Antoinette Freitas
(Signature)
Antoinette Freitas
(Print name)

STATE OF HAWAII)
CITY AND COUNTY OF HONOLULU) S.S.

On this 19th day of November, 2024, before me appeared Antoinette Freitas, personally known to me, who, being by me duly sworn, did say that he/she is the President of Institute for Native Pacific Education and Culture and that the corporation has no corporate seal, and that said instrument was signed in behalf of said corporation by authority of its Board of Directors, and said she acknowledged said instrument to be the free act and deed of said corporation.

ANGELA MARIE R. PABLO NOTARY PUBLIC No. 22-177 STATE OF HAWAII

Angela Marie R. Pablo
Notary Public, State of Hawaii

My Commission expires: 09/25/2026

Doc. Date: Undated # Pages 4
Name: Angela Marie R. Pablo 1st Circuit
Doc. Description: Appendix A: Tier II Grant Proposal (Grants $25,000 to $150,000)

Signature 11/19/2024 Date

NOTARY CERTIFICATION

ANGELA MARIE R. PABLO NOTARY PUBLIC No. 22-177 STATE OF HAWAII

FISCAL SPONSOR

The Fiscal Sponsor is a nonprofit organization that assumes legal, financial and programmatic responsibility for the activities of groups or individuals engaged in work that furthers the fiscal sponsor's mission and their own respective purposes. The Fiscal Sponsor is called the Grantee in this Grant Proposal. The CITY's legal relationship is with the Grantee, and the CITY will disburse Grant funds to the Grantee. The Sponsored Organization is the organization under this Grant Proposal that the Grantee (Fiscal Sponsor) chooses to support to implement the Grant Activity.

Accordingly, if the Grantee is a Fiscal Sponsor, the following should be completed by both the Grantee (Fiscal Sponsor) and the Sponsored Organization. By initialing and signing below, the Grantee (Fiscal Sponsor) and the Sponsored Organization indicate they have reviewed and come to an agreement regarding each of the following items:

Grantee/Fiscal Sponsor Initials	Sponsored Organization Initials	Agreed upon items
		Response herein to Section III Question 1
		Response herein to Section III Question 2
		Response herein to Section III Question 3
		Response herein to Section III Question 4
		Response herein to Section III Question 5
		Response herein to Section III Question 6
		Grant Activity: Budget/Funding (Section III)
		Grant Activity Preliminary Schedule of Activities (Section IV)

In addition to the foregoing, the Fiscal Sponsor and the Sponsored Organization each hold the CITY harmless and will defend and indemnify the CITY and its officers, employees, and agents, individually and in their official capacities, from all claims of liability for damages arising directly or indirectly from each entering into a Fiscal Sponsorship Agreement with the other.

The undersigned also attach hereto required documents regarding Fiscal Sponsorship, as detailed in Section VI.

Signature of Grantee (Fiscal Sponsor) Officer — Date: 11/21/24
Printed Name and Title:

Signature of Sponsored Organization Officer — Date
Printed Name and Title:

SECTION II
GRANT ACTIVITY INFORMATION

A. Describe how the community need, stated problem/issue, and target population are effectively validated. The description must include how the public services' target population is vulnerable or how the arts, culture, community/economic development, or environmental activities will especially support low- to moderate-income areas.

1. Provide substantive data and other qualifying information to demonstrate how the problem/issue impacts the target population and is a community priority that needs to be addressed. *(5,000 character count limit)*

Native Hawaiian communities, particularly in low-income areas like Waiʻanae, are disproportionately impacted by systemic challenges that perpetuate poverty, hinder educational achievement, and erode cultural connections. These interconnected issues create significant barriers to economic and social mobility, threatening the well-being of Native Hawaiian families and youth.

Poverty among Native Hawaiians is pervasive and deeply entrenched. With **15.5% of individuals and 12.6% of families living below the poverty line**, Native Hawaiians experience the highest poverty rates of any major racial group in Hawaiʻi (Selected Races Characteristics in Hawaiʻi Report, 2020, p. 6). This stark contrast to the state averages of 11.2% for individuals and 7.7% for families underscores the economic disparities they face. In regions like **Waiʻanae, the median household income is just $77,435, far below the state median of $97,360** (US Census Bureau 2022), further illustrating the economic struggles in areas with high concentrations of Native Hawaiians. These economic hardships restrict access to basic needs, educational resources, and opportunities for upward mobility, perpetuating cycles of generational poverty.

The educational landscape presents additional challenges. **Native Hawaiians have some of the lowest educational attainment rates in the state**. Among adults **aged 25 and older, 8.2% lack a high school diploma, and only 16.4% have earned a bachelor's degree or higher, compared to state averages of 9.0% and 20.4%**, respectively (Selected Races Characteristics in Hawaiʻi Report, 2020, p. 14). For Native Hawaiian youth, educational disengagement is alarmingly common, driven by a lack of culturally relevant curricula and limited support systems. This disengagement significantly limits their future economic opportunities and perpetuates inequities in employment and leadership roles.

Equally critical is the loss of cultural connection, a foundational element of identity and resilience for Native Hawaiian youth. **Only 30% of Native Hawaiian youth report a meaningful connection to their cultural heritage** (Kanaʻiaupuni et al., 2010). This disconnection fosters feelings of alienation and disinterest in traditional educational systems. Research shows that culturally grounded education can reverse these trends, with **students 40% more likely to stay in school and 35% more likely to pursue higher education when their education incorporates cultural values and practices** (Kanaʻiaupuni et al., 2010). The combination of poverty, educational disparities, and cultural disconnection places Native Hawaiian communities in a precarious position, where systemic challenges continue to erode opportunities for future generations. Without targeted interventions, these issues will persist, further deepening the cycle of inequity and marginalization. Addressing these problems is critical to improving the quality of life for Native Hawaiian families and creating pathways for sustainable social and economic resilience.

Early intervention can help combat the high rate of poverty and educational disengagement that disproportionately affect Native Hawaiians on the Waianae Coast. By nurturing skills and confidence during elementary and high school, these programs lay a foundation for lifelong learning and community involvement, ultimately promoting economic self-sufficiency and social mobility. Through these efforts, early intervention becomes a catalyst for breaking cycles of marginalization and empowering future generations.

B. Describe the proposed plan

1. Provide a description of the Grant Activity. This description will be used as the scope of services in the contract. Describe why you chose this Grant Activity and how it will effectively address the community's problem / need. *(3,000 character count limit)/*

Eō collaborates with a host school or site to determine the type of programming offered, including the following:

- In-School: Eō collaborates with classroom teachers to deliver cultural enrichment activities and lessons to students during the school day.
- After-School: Runs Monday through Thursday, ending at 5:30 PM.
- Intercession: Offers a one-week program during the Fall and/or Spring intersessions.
- Summer: Includes two sessions, each lasting two weeks.

Across all types of programming, students engage in a rich array of activities designed to deepen their cultural connection and personal development. These include Hawaiian language enrichment, where students build proficiency and appreciation for ʻŌlelo Hawaii. genealogy exploration, which helps them uncover and connect with their ancestral roots; and mentorship opportunities with community leaders and professionals, providing real-world inspiration and guidance. Together, these activities cultivate leadership skills, strengthen cultural identity, and promote resilience within both the students and their communities.

At INPEACE, ʻohana (family) is a core value central to our mission, emphasizing the importance of strong family connections. While much of the program's engagement focuses on students, Eō also offers meaningful opportunities for family involvement. The program hosts events such as Lā ʻOhana (Family Days) and Hoʻīke (a demonstration of knowledge), where students take an active role in planning and leading activities. These experiences not only bring families together but also help students develop valuable leadership skills.

During Intercession and Summer programming, students participate in cultural learning trips to significant sites across Oʻahu. These locations are carefully chosen to complement the program's lessons, offering students enriching experiences that foster a sense of belonging and cultural pride.

Through all of these activities, The Eō program directly addresses the systemic challenges faced by Native Hawaiian communities by combining culturally relevant education with personal and leadership development. Through activities such as Hawaiian language enrichment, genealogy exploration, mentorship, and family-centered events, the program strengthens cultural identity and fosters resilience. These experiences empower youth to build confidence, enhance academic engagement, and develop a sense of belonging, which are critical to breaking cycles of poverty and marginalization. Additionally, cultural learning trips to significant sites deepen students' understanding of their heritage, instilling pride and a connection to place. By addressing cultural disconnection, fostering academic success, and promoting leadership readiness, Eō equips youth with the skills and support they need to

overcome barriers, create opportunities for social and economic mobility, and contribute to the well-being of their families and communities.

2. Provide measurable outcomes, describe how outcomes are aligned with the purposes and priorities of the Grants in Aid Fund, and describe how outcomes directly benefit the target population. *(3,000 character count limit)*

Public Services should begin with a statement of the number of individuals that the Grant Activity will directly benefit during the Grant Term.

Arts, Culture, Community/Economic Development or Environment should begin with a statement as to how the Grant Activity supports the sustainable improvement in the well-being and quality of life of local communities, especially low to moderate income areas.

The Eō Leadership project will reshape the lives of 70 students and 30 family members focusing on students in grades 4-6. This program tackles some of the biggest challenges facing underserved communities—educational inequity, absenteeism, and cultural disconnection—by helping students engage with their education and their cultural heritage in meaningful ways.

Measurable Outcomes include:

- 70 students grade 4-6 will enroll and participate in the Eō Leadership Project
- 70% students are able to see the connection between their own identity and Hawaiian ways of being, as measured using the HA Observation tool.
- 70% of student participants will increase their ability to lead a peer activity.
- 30 family members of students will attend and participate in Family Engagement Activities
- 5 Family Engagement Events will be hosted by Eō student participants and program staff.
- 5 Cultural Learning Trips will take place during the summer sessions.

This work directly supports the Grants in Aid Fund's mission by providing vulnerable communities with tools for growth. Eō gives students a reason to stay in school, inspire them to become leaders, and equip them with the confidence to take on challenges. It's not just education, it's empowerment for the next generation.

3. Provide an action plan to achieve the stated measurable outcomes. If the Grant Activity involves a partnership, provide a description of each partner's role. Must include measurable milestones, specific events, or other performance measures appropriate to achieving the outcomes. *(3,000 character count limit)*

The Eō Leadership Project's success is driven by the focused and collaborative efforts of its staff. Beginning in October 2025, the hiring of a Project Specialist and Project Activities Coordinator will lay the foundation for effective implementation. The Project Specialist is tasked with overseeing all aspects of project delivery, including developing the project calendar, tracking measurable outcomes, and ensuring the alignment of activities with project goals.

The Project Activities Coordinator supports the Project Specialist by managing logistics, coordinating resources, and ensuring participant engagement. From arranging transportation for events to distributing materials and setting up workshops, the Project Activities Coordinator ensures the smooth day-to-day operations of the program.

In the early months, the program staff will collaborate with the host site to determine the types of programming to be offered, tailoring these to the needs of the community. Recruitment efforts will be initiated, led by the Project Specialist, with the Project Activities Coordinator playing a key role in implementing outreach strategies and managing enrollment logistics. Throughout this process, both staff members will work to ensure recruitment efforts are inclusive, timely, and align with project's capacity.

As the project progresses, the staff will provide continuous guidance and leadership. The Project Specialist will lead the planning and evaluation of major project events, including family engagement activities and cultural learning opportunities, while tracking participant outcomes and gathering feedback to measure success. The Project Activities Coordinator will focus on logistical support for these events, such as securing venues, coordinating schedules, and maintaining communication with participants and their families.

During the summer session, the project staff's responsibilities will expand to include coordinating immersive cultural learning trips. The Project Specialist will oversee the strategic alignment of these trips with program goals, while the Project Activities Coordinator will manage operational details, such as transportation and permissions, ensuring a safe and enriching experience for participants.

4. Provide a budget narrative that explains how the budget in Section III will achieve the desired outcomes. (*3,000 character count limit)*

Direct Salaries: *Project Specialist (1.0 FTE*), responsible for the overall development, management and implementation ($58,240); *Project Activities Coordinator (0.20 FTE)*, provides support and coordination for all project events and activities ($7,904). Fringe: $20,618. Total Salaries & Fringe: $86,762.

Administrative Salaries: *Principal Investigator (0.025 FTE)*, responsible for the overall guidance of the project ($3,750); *Fiscal & Compliance Officer (0.025 FTE)*, responsible for all fiscal affairs and ensures all funds are used appropriately ($2,250). Fringe: $1,411. Total Salaries & Fringe: $7,411.

Professional/Contractual Fees: Database Management ($1,500), IT Support ($3,000), Payroll & Accounting Services ($2,400), and Audit Services ($1,375).Total: $8,275.
Office rent is included ($9,870) to serve as project staff/team & participant meeting place. They will have access to workspace for planning & meetings, business machines, and equipment.

Computers & software: for program staff @ $1,500 each x 2 computers = $3,000.

Consumabale Office Supplies: Includes chart paper, pens, file folders, binders, etc. is needed for project ($147.50 per mo. x 12 mos. = $1,770).

Program Activities Supplies: Instructional Material for implementation of project activities and supplies for participant activity kits ($4,800); Cultural Plants & Supplies such as plants, seeds, soil & planting & landscaping supplies ($4,200).

Meeting Supplies: snacks & refreshments for participant activites during non-school hours @ $300 per mo. x 12 mos. = $3,600) and food for hoʻike (demonstration of knowledge) once a semester ($600 each x 2 = $1,200) and 3 family engagement events @ $300 per event = $900. (Total: $5,700); and Stipends for cultural experts & kupuna/community role models at

field trip sites and project workshop guest speakers ($150 each x 10 experts/kupuna/community role model = $1,500).Total: $16,200.

See Budget for more details.

Mileage for staff: 75 miles per mo. x 12 mos. @ $0.67 per mile (2024 IRS standard mileage rate) = $603.

Telecommunications: for project include telephone/internet/email for communication, research & reporting ($1,206).

Bus Transportation: For program fieldtrips that provide educational & cultural learning opportunities for participants (5 @ $400 each = $2,000).

Recruitment: Efforts to recruit project participants and community partners via outreach efforts, brochures, fliers, etc. ($3,600); Website Maintenance to maintain website for recruitment & upkeep remote employee communications system ($1,080).

Printing: Includes printing of handouts and educational materials for participants ($1,080).

Indirect costs (5%) include the project's portion of office rental at two locations to house the PI and FCO, and other project staff for project implementation and meeting space for staff ($4,443) and for other Administrative Positions' (HR/Payroll/Operations Specialist) time spent on grant ($2,700) = $7,173.

5. Provide a timeline that is complete, realistic and appropriate to achieve the desired outcomes. This timeline should also be reflected in Section IV. *(3,000 character count limit)*

Month 1 (October 2025)

- **Staffing and Orientation:** Hire and onboard the Project Specialist and Project Activities Coordinator. Conduct a comprehensive staff orientation and training to equip the team with the knowledge and skills needed for successful project delivery.
- **Project Planning:** Collaborate with the host site to determine the types of programming to be offered during the school year and summer. Develop a detailed project calendar to clearly outline key dates and activities.
- **Recruitment Preparation:** Finalize communication materials and initiate outreach to schools, families, and community partners to recruit student participants. Enrollment timing will align with the selected program type, with recruitment beginning at least 30 days before the program's start and continuing until capacity is reached.

Months 3, 5 & 7 (December 2025, February & April 2026)
Family Engagement Events: Host a total three Lā ʻOhana (Family Day) family engagement events. These events will be led by Eō participants and aim to foster family connections and showcase student leadership. The target of 30 family members of enrolled students will attend family engagement events.

Month 8 (May 2026)
School Year Final Event and Program Closure: Host a culminating Hōʻike (showcase event) another family engagement event to celebrate the achievements of Eō participants and recognize their growth. Families, mentors, and community members will be invited to participate. Final workshops and assessments for the project will be completed to evaluate success and gather feedback for future iterations.

Months 7 & 8 (April & May 2026)
Summer Program Planning: Coordinate logistics for Summer Cultural Learning Trips, including site selection, scheduling, and transportation. Recruitment for summer participants will also begin during this period.

Months 9 & 10 (June & July 2026)
Cultural Learning Trips: Execute a total of five cultural learning trips during the summer sessions. These trips will provide students with immersive experiences at culturally significant sites, deepening their understanding of Native Hawaiian history and heritage and fostering cultural pride.

Month 10 (July 2026)
Summer Session Final Event and Program Closure: Host a culminating Hōʻike (showcase event) the final family engagement event to celebrate the achievements of Eō participants and recognize their growth during the summer session. Families, mentors, and community members will be invited to participate. Final workshops and assessments for the project will be completed to evaluate success and gather feedback for future iterations.

C. Provide evidence of the agency's ability to perform the proposed grant activity through past performance, current capacity and/or plan to acquire the capacity to perform.

1. Provide data that demonstrates proven success in offering the same, similar, or related activities to achieve the proposed outcomes. *(3,000 character count limit)*

INPEACE has a long track record of running culturally grounded programs that tackle the challenges Native Hawaiian youth and families face along the Waianae Coast. Our work uplifts communities through education and leadership development. The Eō Program is a part of the Kupu Ola program that has been in operation since 2008. The Kupu Ola Program has a deep working knowledge of place- and culture-based education (CBE) helping students to know and/or rediscover the importance of culture, values, traditions and heritage and its connections to our ancestors, in order to strengthen and develop their sense of self, family, community, and kuleana (responsibility). The service delivery is in direct alignment with the nine Na Honua Mauli Ola guiding themes for culturally responsive learning environments of the Native Hawaiian Education Council (NHEC) and address all areas of the Relational Worldview Framework., and programs like Kupu Ola and Eō show how effective this work can be.

While Kupu Ola focuses on students in grades 7-8, Eō focuses on younger students, helping them develop a strong cultural identity and leadership skills through project-based learning. Recent results include:

- **73% of students** took on peer leadership roles, such as mentoring younger participants or leading group activities.
- **70% of families** participated in workshops and events, creating deeper intergenerational connections.
- **90% of students** said they felt more confident about continuing their education, grounded in a stronger sense of self and cultural identity.

Together, Kupu Ola and Eō are already making a difference. Kupu Ola helps students stay engaged in school and connected to their heritage, while Eō builds confidence and leadership skills in younger participants. High family involvement keeps the momentum going, ensuring

the programs have lasting benefits. With this foundation, INPEACE is ready to create meaningful, long-term change in our communities.

2. Describe the applicant's capacity to successfully achieve the proposed outcomes.
OR Provide a plan to acquire the capacity to successfully achieve the proposed outcomes (including how the applicant has acquired similar capacity in the past).

Responses should include organizational knowledge, staffing, fiscal resources, facilities and other resources, stakeholders and relationships, and other relevant resources. *(3,000 character count limit)*

INPEACE is uniquely equipped to achieve the proposed outcomes drawing on decades of experience in implementing culturally grounded education initiatives that empower Native Hawaiian youth and their families. Our organizational knowledge, dedicated staff, strong fiscal resources, and established stakeholder relationships provide a robust foundation for success.

For the past 30 years, INPEACE has designed and delivered programs tailored to the needs of Native Hawaiian communities. Our track record includes initiatives that address systemic inequities in education, foster leadership development, and strengthen cultural identity. Programs like Kupu Ola and Eō have consistently demonstrated measurable success, with outcomes such as increased academic engagement, improved leadership readiness, and stronger family connections. INPEACE's deep understanding of culturally responsive education ensures that activities are relevant, effective, and aligned with community values.

Our experienced team includes educators, cultural practitioners, and community role models, many of whom have decades of experience in culturally responsive teaching and leadership development. Key staff roles include:

- A full-time Project Specialist responsible for program management and implementation.
- A Project Activities Coordinator who coordinates events, logistics, and participant engagement.

Professional development opportunities, including training in leadership, program evaluation, and cultural education, ensure that staff remain equipped to deliver high-quality programs.

INPEACE operates with a strong fiscal foundation, supported by grants, private donations, and partnerships, with financial systems managed by a dedicated Fiscal Officer to ensure accountability. Facilities include dedicated office spaces equipped with resources like computers and cultural materials, creating a supportive environment for staff and participants. Collaborations with schools, community organizations, and cultural institutions enhance program delivery by aligning activities with academic milestones and providing access to mentors and learning resources.

To ensure continued success, INPEACE plans to recruit and train additional facilitators, deepen partnerships, invest in staff professional development, and expand data systems for improved participant tracking and outcome measurement. With this foundation, INPEACE is well-positioned to achieve the outcomes outlined in the grant proposal, creating meaningful and lasting benefits for Native Hawaiian youth and their families.

D. Describe the applicant's sustainability and/or additional long-term benefit to the community.

1. Provide a plan for sustaining and / or expanding activities beyond the applicable grant period. *(2,000 character count limit)*

INPEACE is committed to sustaining projects like the Eō Leadership project beyond the grant period by leveraging community partnerships, diverse funding sources, and capacity-building efforts. By strengthening collaborations with schools, cultural organizations, and local leaders, we ensure continued access to resources, facilities, and mentorship essential for long-term program success. Our recruitment of program alumni as mentors and facilitators fosters a cycle of leadership development rooted in cultural values and place-based learning.

INPEACE will also secure ongoing financial support through private donations, federal and state grants, and corporate partnerships. Additionally, regular program evaluations and community feedback loops will refine activities, ensuring relevance and impact for future participants. This approach not only sustains the programs but also reinforces long-term resilience and leadership among Native Hawaiian youth and their families.

2. Describe the applicant's capacity and resources to carry out the above plan (staffing, funding, etc.) beyond the grant period. *(3,000 character count limit)*

Founded in 1994, INPEACE is a community-based 501(c)3 organization operating in marginalized low-income, Native Hawaiian communities across the State of Hawaii. For over 30 years, we have served communities continually challenged with low academic achievement rates and generational poverty, with a mission to "improve the quality of life for Native Hawaiians through community partnerships that promote educational opportunities and foster self-sufficiency." Governed by a 12-member Board of Directors, we believe education will improve the quality of life; partnerships and culturally grounded experiences are essential to education; communities have resources, assets and the right to self-determination; and cultural strengths support education.

INPEACE strives to create educational pathways for communities and continues to steward culture-based education work with programs and services on Oahu's Waianae Coast and Ewa regions, East Hawaii, Molokai, and Kauai. Statewide we employ approximately 100 year-round staff and steward an annual budget of over 8.3 million. In 2023, INPEACE provided services to more than 16,000 participants ranging from prenatal to kupuna, through 11 programs focused on three primary impact areas: Early Learning & School Readiness, Educational Equity & Leadership, and Family Economic Capacity Building.

Building local capacity is part of INPEACE's mission, and we have a strong track record of contributing to the workforce development needs. Our staff demographics reflect the community, as 91% of INPEACE staff come from the community they serve, 60% were once parents or participants in at least one of our programs, and 82% of our staff are Native Hawaiian. INPEACE strategically recruits and employs program participants, to empower and foster community from within. We will continue to strengthen our grassroots network, relationships, and community connections through the work we do.

E. No CITY funds or assistance.

The highest consideration will be given to applicants that do not receive other funding or any form of assistance from the CITY. While applicants that receive other funding or assistance from the CITY may apply for Grants in Aid funding, the extent of funding or assistance already

received in relation to services provided must be considered prior to awarding Grants in Aid funds. A percentage of the sub-total criteria points will be awarded to Grantees based on the criteria below and the information about past funding / assistance from the CITY that follows.	
The applicant has received no award from the CITY within the last 3 years.	**10%**
The applicant has received 1-2 awards from the CITY within the last 3 years.	**7%**
The applicant has received 3-5 awards from the CITY within the last 3 years.	**5%**
The applicant has received between 6-9 awards from the CITY within the last 3 years.	**3%**
The applicant has received 10 or more awards from the CITY within the last 3 years.	**0%**

GRANTEE RECEIPT OF CITY GRANTS

Identify all CITY grants received by Grantee (or Fiscal Sponsor) in the last three (3) years. Information will be verified by the CITY.

1. Grant Activity Name & Contract #: The Business Incubator Sevices Center #CT-DCS-2200035
   Grant Period: 10/01/2021 - 3/31/2023 Grant Amount: $200,000
   Grant Purpose: To support the Business Incubator Services Center
   Grant Activity Status: ☐ Underway ☒ Completed ☐ Canceled
   Administrating Division: City and County of Honolulu

2. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

3. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

4. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

5. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____

E. Age Friendly Honolulu (Complete only if applying for the bonus points)
Consideration is to be given to applicants that incorporate the vision and goals of the Age-Friendly Honolulu Program (as codified in ROH Chapter 2, Article 22), including but not limited to (1) enabling residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active; and (2) removing barriers to inclusion for and providing support services to vulnerable residents and/or have physical limitations.

If awarded bonus points for being an Age-Friendly Honolulu project, the Grantee will be subject to additional reporting requirements, including but not limited to name, age, and physical location of seniors being served by the project.

To be eligible for the bonus points as an Age-Friendly Honolulu project an organization must demonstrate the proposal aligns with Age-Friendly Honolulu's priorities by completing the following TWO steps:

1) Go the following website https://www.hiphi.org/age-friendly-honolulu/ to access an Age-Friendly Honolulu training video. The video should be watched by at least one (1) person from the non-profit organization in a leadership position (Executive Director, Administrator, or equivalent). This video will define an "age-friendly city" and explain what types of projects align with the Age-Friendly Honolulu Vision.

2) Complete the section below by selecting which Age-Friendly Honolulu category best fits the activities of your organization and providing a brief description of how your proposal is an Age-Friendly Honolulu project.

☐ Enabling Residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active, particularly at the oldest ages

☐ Providing Kupuna with meaningful roles in the community, including mentors, volunteers, or through intergenerational programming

☐ Removing barriers to support community inclusion and accessibility for persons of all abilities.

3) How is your proposal an Age-Friendly Honolulu Project and explain how your organization can meet the additional reporting requirements if awarded? *(2,000 character count limit)*

APPENDIX A: TIER II GRANT PROPOSAL (Grants $25,000 to $150,000)
SOLICITATION NO. RGP-DCS-GIA2026

Instructions: The proposal below must be completed in full. Responses must be provided in the fillable boxes provided. Where annotated, the fillable boxes have predetermined maximum limits on character counts. Letters, numbers, punctuation marks, spaces are included in character count limits.

SECTION I
SUMMARY

A. Grantee Legal Name:	Japanese Cultural Center of Hawai‘i
B. Is Grantee a Fiscal Sponsor?	☐ Yes ☒ No
C. Grant Activity Name:	Honoring Our Heritage, Bridging the Future: The Redesign and Renovation of Okage Sama De Exhibit

D. Briefly describe the Grantee's background, history (including year established), and mission. *(400 character count limit)*

The Japanese Cultural Center of Hawai‘i (JCCH), was built in 1987 to serve as a gathering place in the center of Honolulu, reaching over 44,000 guests annually. The JCCH brings together community, business, and cultural organizations to strengthen our diverse community by educating present and future generations in the evolving Hawai‘i Japanese American experience.

E. Briefly describe the Grant Activity and public need being filled. *(400 character count limit)*

The goal of this request is to assist JCCH with the renovation of one of our greatest assets – our cultural and historical heritage exhibit -- sharing the history of Japanese Americans in Hawai‘i. The Okage Sama De Gallery houses a unique repository of rare historical documents, photos, stories, and artifacts on the history of Japanese in Hawai‘i.

F. Briefly summarize Grant Activity outcomes and measures of success, including number and description of those served. *(400 character count limit)*

PROJECT DELIVERABLES

- Completion of the Redesign and Renovation of the Okage Sama De Gallery - to be reopened by Fall 2026
- Anticipate that the new gallery exhibits will reach over 4,000 visitors per year, once reopened

G. Council District: Check all districts that will benefit from the Grant Activity. Provide the amount requested per district. Amounts must be in whole numbers only.

☒ District 1 $15,625	☒ District 2 $15,625	☒ District 3 $15,625
☒ District 4 $15,625	☒ District 5 $25,000	☒ District 6 $15,625
☒ District 7 $15,625	☒ District 8 $15,625	☒ District 9 $15,625
Total Amount Requested (must be $25,000 to $150,000)	**$150,000**	

H. Type of Grant Activity (pick ONE category that best reflects the Grant Activity):		
1. Public Services: Projects in this category will support qualified public services and programs for the target populations deemed by the CITY to be most vulnerable.		
☐ A. Public Service – Seniors	☐ B. Public Service - Children	☐ C. Public Service - Disabilities
☐ D. Public Service – Homeless	☐ E. Public Service – Domestic Violence	☐ F. Public Service – Substance Abuse
☐ G. Public Service – Mental Health	☐ H. Public Service – Other (describe):	
2. Arts, Culture, Community/Economic Development, and the Environment: Projects in this category will support the sustainable improvement in the well-being and quality of life of local communities, especially low- to moderate income areas.		
☐ A. Arts	☒ B. Culture	☐ C. Community Development
☐ D. Economic Development	☐ E. Environment	

GRANTEE'S CERTIFICATION AND SIGNATURE

The undersigned, subject to personal liability and penalty under applicable law, certifies that he or she: (i) is authorized to sign this Grant Proposal; (ii) personally prepared or reviewed the matters found in this Grant Proposal (including any related documents/attachments); (iii) asserts all statements made in this Grant Proposal (including all attachments) are true, accurate and complete; (iv) has the requisite skills and knowledge to assert the foregoing certification; and (v) has complied and shall continue to comply with all applicable requirements of Chapter 6, Article 29 of the Revised Ordinances of Honolulu 2021, as amended (Link), regarding private organizations receiving grants of public funds from the City and County of Honolulu.

Signature of Grantee (Fiscal Sponsor) Officer

Date 11/22/2024

Printed Name and Title:
Nathan Gyotoku, President & Executive Director

CERTIFICATE OF THE BOARD OF DIRECTORS NO OBLIGATIONS IN ARREARS

The undersigned of the Board ("Grantee") hereby certifies that the Grantee or any principal of the Grantee or sponsored organization (where the Grantee is a Fiscal Sponsor) is not in arrears on any financial or other obligation owed to the City & County of Honolulu, a municipal corporation of the State of Hawaii.

(Signature)

Dirk Yoshizawa
(Print name)

CERTIFICATE OF THE BOARD OF DIRECTORS AUTHORIZATION TO ASSIGN AUTHORITY

The undersigned of the Board ("Grantee") hereby certifies that Nathan Gyotoku (name), President & Executive Director (title), has been authorized by the Board of Directors to sign proposals, contracts, and related documents on behalf of the Grantee. Accordingly, I hereby assign the authority by the Board to execute proposals, contracts, and contract amendments on behalf of the Grantee, and further certify that the assigned is given the power and authority to do all things necessary to implement, maintain, amend, or renew such contracts, including but not limited to the delegation of signing authority to another employee of the Grantee.

(Signature)

Dirk Yoshizawa
(Print name)

STATE OF HAWAII)
CITY AND COUNTY OF HONOLULU)

On this 15th day of November, 2024, before me appeared Dirk Yoshizawa, personally known to me, who, being by me duly sworn, did say that he/she is the Sr. Exec. Vice Pres of Bank of Hawaii and that the corporation has no corporate seal, and that said instrument was signed in behalf of said corporation by authority of its Board of Directors, and said Sr. Exec. V.P. acknowledged said instrument to be the free act and deed of said corporation.

K. MILLER NOTARY 88-352 PUBLIC STATE OF HAWAII

Notary Public, State of Hawaii K. Miller

My Commission expires: 3-13-2025

Doc. Date: Undated # Pages 1
Name: K. Miller 1st Circuit
Doc. Description: Affidavit

11.15.24
Signature Date

NOTARY CERTIFICATION

COMM. EXP. 3-13-2025

K. MILLER NOTARY 88-352 PUBLIC STATE OF HAWAII

SECTION II
GRANT ACTIVITY INFORMATION

A. Describe how the community need, stated problem/issue, and target population are effectively validated. The description must include how the public services' target population is vulnerable or how the arts, culture, community/economic development, or environmental activities will especially support low- to moderate-income areas.

1. Provide substantive data and other qualifying information to demonstrate how the problem/issue impacts the target population and is a community priority that needs to be addressed. ***(5,000 character count limit)***

HEART OF THE COMMUNITY – A PRIORITY

The vision of the Japanese Cultural Center of Hawai'i is ***"to co-create a society where a deeper knowledge of one's heritage and a profound understanding of oneself will enable enlightened connections among all people."*** We strive to provide educational resources and programming about the Japanese American experience in Hawai'i not only to perpetuate Japanese American traditions and values but also to promote awareness and respect for history, values, and cultural heritage among all people as a foundation for a healthy, thriving community.

- GATHERING PLACE
  Serving as a gathering place in the center of Honolulu, JCCH reaches over 44,000 guests annually. The JCCH campus includes the Generations Ballroom, a venue for public and private functions, an office building, **martial arts dōjō, a traditional Japanese tea house**, the Tokioka Heritage Resource Center archive, the Okage Sama De historical gallery, Honouliuli Education Center, and JCCH Gift Shop. Average daily operations bring 40-50 visitors to the JCCH daily, 300-400 visitors per month to the historical gallery, over 6,000 people attending the New Years 'Ohana Festival, and over 37,000 guests attending functions in the ballroom annually.

- COMMUNITY GROUPS
  The Japanese Cultural Center of Hawai'i is home to many community groups, including the Honolulu Japanese Chamber of Commerce, United Japanese Society of Hawai'i, KZOO Radio, Nisei Veteran's Legacy, Hawai'i Japanese School, Nippon Golden Network, DLS, Urasenke Foundation, and Bamboo Catering. The JCCH **dōjō** is used year-round by twelve different martial arts schools teaching hundreds of students about traditional Japanese martial arts.

- CULTURAL OPPORTUNITIES
  In FY2023, JCCH hosted 43 educational programs attended by over 8,200 people. An estimated 4,900 people participated in the monthly JCCH Craft and Collectibles Fairs. 97 students and professionals used the Resource Center archive for research. JCCH volunteers lead guided tours of the Okage Sama De gallery, conduct cultural workshops, and provide translation and genealogy research services to the public.

- PREMIER EDUCATIONAL RESOURCE
  For nearly 30 years, the Okage Sama De (OSD) historical exhibition at the JCCH has served as the premier educational resource sharing the history of Japanese Americans in Hawai'i. Developed by the Japanese American community to honor the Gannenmono, the first generation of immigrants to the Islands, the exhibit reveals the hardship they overcame by relying on self-will and moral values to survive. These values passed on from generation to generation have become mixed into Hawai'i's culture and continue to

be embraced today. This multi-generational story of immigration and integration resonates with people of all ethnicities across the United States.

CRITICAL PROBLEMS TO BE ADDRESSED

The Okage Sama De historical gallery, a cornerstone of the Japanese Cultural Center of Hawai‘i since 1995 (exhibit is 29 years old), is due for a significant update for several compelling reasons:

1) WWII INCARCERATION
   The exhibition presently includes limited information about the WWII incarceration of Japanese Americans and POWs. When the exhibit was developed 29 years ago, the Honouliuli interned site was hidden from public consciousness. After JCCH volunteers led the rediscovery of the campsite in 2008 and its subsequent designation as a National Historic Site, the JCCH installed a separate exhibition, referred to as the Honouliuli Education Center.

2) BROADEN PERSPECTIVES
   The addition of a new exhibit about the history of Japanese American WWII incarceration will provide a more relevant context for present-day Hawai‘i. The new exhibit will feature video recordings, newspaper articles, stories from the families of the incarcerated, and personal artifacts to convey the depth of injustices and compel visitors to consider how the events of 80 years ago remain important today.

3) EXPAND EDUCATIONAL OUTREACH
   The updated exhibition will provide a foundation for the development of new educational resources, including school curriculum, teacher trainings, tours, and public programs about the unlawful incarceration of Japanese Americans and POWs, revealing historical events that remain lesser known. Recovery of the Community Gallery space will provide further opportunities for public education and discourse to address social justice, immigration, personal identity, and values.

4) ENGAGE YOUNGER AUDIENCES
   Integrating modern interactive and immersive technologies into the exhibition is a high priority to keep the historical gallery relevant to a contemporary audience. Leveraging our digital media resources and social media will enable us to create storytelling that engages a broader audience, especially youth. We plan to reintroduce school tours and create standards-based curriculum for elementary and high school students relating to the new exhibition.

B. Describe the proposed plan

1. Provide a description of the Grant Activity. This description will be used as the scope of services in the contract. Describe why you chose this Grant Activity and how it will effectively address the community’s problem / need. ***(3,000 character count limit)***

The Okage Sama De historical gallery at the JCCH has served as the premier educational resource sharing a comprehensive historical exhibition about Japanese Americans (JA) in Hawai‘i, starting with the Gannenmono, the first immigrants from Japan through post-WWII. Today the exhibits are nearly 30 years old and are due for a significant update. This proposal seeks funding to introduce interactive digital elements to engage contemporary audiences while adding more recent historical events to refresh and update the historical narrative. This renovation is critical to maintaining the Okage Sama De gallery’s relevance and audience engagement.

PROJECT DELIVERABLES

1) Building Permits secured
2) Demolition of Exhibit and Gift Shop
3) Completion of the renovated Community Gallery
4) Completion of Okage Sama De Gallery
5) Completion of Gift Shop
6) Grand opening of Okage Sama De Gallery in fall 2026

KEY ACTIVITIES

- Building of project team, design team, curatorial advisory committee
- Project and exhibit designs, with stakeholder input
- Demolition of existing walls, gift shop space to make room for new minor construction
- Gathering of the stories, artifacts to be placed in new exhibits
- Loading of technology content for interactive exhibits
- Installation of new and updated exhibits
- Private and public events to showcase the new Okage Sama De Gallery and Gift Shop
- Media, newsletters, online presence advertising new exhibits into the community

WHY THIS ACTIVITY?

Updates to the narrative are imperative, to broaden our story:

- The addition of a comprehensive narrative about the events of WWII, highlighting the actions of the federal government to protect the United States from its enemies including martial law and incarceration and evacuation of its own citizens; and how Japanese Americans in Hawai‘i responded to these adverse circumstances.

- Centering the post-WWII sections about the redress movement, prominent Japanese American figures, the presence of JA cultural traditions in Hawai‘i, and the values that have guided our communities for generations.

- The new exhibit will enable JCCH to integrate the history of incarceration at Honouliuli and other sites into the new exhibits. This will result in a seamless, and up-to-date narrative, engaging visitors in the rich historical context of the Honouliuli National Historic Site and deepening public awareness of its significance.

- Utilizing digital media throughout the exhibits to meet the evolving demands of audience engagement and learning. Potential additions include:
    - Enhancing accessibility through digital platforms and virtual tour options, leveraging the library of existing JCCH video content
    - Use projection mapping technology with physical changes to transform exhibit spaces into immersive environments, such as recreating the deck of an immigrant ship or a plantation field
    - Create multi-touch tables that allow multiple visitors to simultaneously explore digital archives, maps, and historical documents

2. Provide measurable outcomes, describe how outcomes are aligned with the purposes and priorities of the Grants in Aid Fund, and describe how outcomes directly benefit the target population. ***(3,000 character count limit)***

Public Services should begin with a statement of the number of individuals that the Grant Activity will directly benefit during the Grant Term.

Arts, Culture, Community/Economic Development or Environment should begin with a statement as to how the Grant Activity supports the sustainable improvement in the well-being and quality of life of local communities, especially low to moderate income areas.

IMPROVEMENT IN THE WELL-BEING OF LOCAL COMMUNITIES

In American society where a dominant culture can lead to the dilution or submission of 'minority' ethnic cultures, efforts to preserve authentic cultural traditions, language and values are crucial to healthy, resilient communities. The Okage Sama De historical gallery at the Japanese Cultural Center of Hawai'i plays an important role in perpetuating the cultural heritage and values of Japanese Americans and inspiring a deeper sense of self-identity and interconnectedness among all people.

MEASURE OF EFFECTIVENESS

- By the end of the grant period, JCCH will have completed the redesign, renovation, and installation of the new Okage Sama De Gallery with a grand opening in Fall 2026.
- A tally of visitor counts will be recorded and visitor surveys will help us evaluate the effectiveness of the exhibition and quality of the visitor experience.

BENEFIT TO OUR COMMUNITY

The Okage Sama De gallery reveals the hardship that Japanese immigrants to Hawai'i overcame by relying on self-will and moral values to survive. The survival story is deeply inspirational and more importantly it emphasizes values and experiences shared by most Hawai'i residents.

The modernization of the Okage Sama De Gallery will further public education about Hawai'i's internment sites and unlawful government actions by serving as the basis for new educational curriculum and professional development, collections, and public programming. The inclusion of these more recent historical events will remind Americans of the need to remain vigilant to preserve our civil rights and prevent the repeat of social injustices of the past.

TARGET AUDIENCE

JCCH's primary constituents include **over 3,000 members** ranging in age from keiki to kūpuna. This is but one unique group that is active at the Center. The larger target audience for the new Okage Sama De Gallery includes:

- **Local Residents**: Individuals and families in Hawai'i interested in learning about the history and culture of Japanese Americans and eager to engage in cultural enrichment.

- **Visitors and Tourists**: Those seeking to understand the cultural diversity of Hawai'i and the significant role of Japanese Americans in shaping the islands' heritage. This includes visitors from the continental U.S. who have limited access to Japanese culture as well as visitors from Japan who wish to learn more about Japanese Americans.

- **Educational Institutions**: Elementary schools, high schools and universities seeking resources and programs to educate students about Japanese American history and culture. This includes not only public, charter, and private school students from across the state, but also students visiting from the US continent, Japan and other countries. We receive an average of one school tour from Japan a month.

- **Community Organizations:** Groups aiming to promote cultural awareness and diversity within the community through cultural practices and education.

3. Provide an action plan to achieve the stated measurable outcomes. If the Grant Activity involves a partnership, provide a description of each partner's role. Must include measurable milestones, specific events, or other performance measures appropriate to achieving the outcomes. ***(3,000 character count limit)***

PROJECT MANAGEMENT

We anticipate the project to be completed by Fall 2026. Planning for the gallery updates have already begun, and upon approval of funding, the renovation may begin immediately.

The 18-month project will be managed and conducted in four phases:

1) PHASE I - Planning, Design, Permitting (6 months)
Prior to the grant period start, JCCH will proceed with the planning, design and permitting process to begin the project preparation, utilizing projected private donations.

2) PHASE II - Construction Updates and Renovation of Gallery (9 months)
This phase includes the demolition of existing gallery walls and the gift shop, to create a new layout of space on the ground floor of the Community Services building at JCCH. Following the construction of the new walls and exhibit construction elements, the exhibit artifacts, signage, and displays will be set up in the new gallery.

3) PHASE III - Technology Updates Installed for Interactive Storytelling (3 months)
The updated exhibit will provide a more engaging and comprehensive experience for visitors by utilizing state-of-the-art multimedia and interactive technologies.

4) PHASE IV - Public Education Through New Gallery and Traveling Exhibits (ongoing)
The public marketing campaign will begin to bring additional publicity to the new exhibit and its contents, bring people into the center to visit the gallery, and to facilitate ongoing conversations for learning about the Honouliuli Internment Camps.

4. Provide a budget narrative that explains how the budget in Section III will achieve the desired outcomes. (***3,000 character count limit)***

TOTAL PROJECT BUDGET

The total budget for the project is $2,026,940. We are committed to raising $1,876,940 and request $150,000 in City & County of Honolulu support.

Total project funds will be used for: 1) design and permitting; 2) construction of new exhibit walls 3) large and small format printing of new displays; 4) replacement of display surfaces that are peeling and rippling; 5) creation of new object display cases; 6) installation of new lighting and replacing existing lighting with LED fixtures; 7) development and installation of digital media (monitors showing video, access to our internee database).

CITY & COUNTY OF HONOLULU BUDGET NARRATIVE

Details for this City & County of Honolulu request are as follows:

- CONTRACTUAL SERVICES - CONSTRUCTION
  - General Contractor - $150,000
    - De-installation of Honouliuli Education Center
    - Production and installation of new walls
    - Replacement of display surfaces
    - Production of new object display cases
    - Renovation of the retail area to better incorporate the entrance and exit of the core exhibit

- Renovation of the Community Gallery (flooring, window treatment, updated fire exit doors)

5. Provide a timeline that is complete, realistic and appropriate to achieve the desired outcomes. This timeline should also be reflected in Section IV. ***(3,000 character count limit)***

Below are milestone steps and outcomes to complete the construction and renovation of the Okage Sama De Exhibit, including preparation of bid documents, soliciting of bid from general contractors, architecture and engineering companies, contract award, demolition of existing walls and creation of new walls and exhibits, inspections, and Grand Opening.

Prior to GIA Contract (Jan-Sep 2025)

- Design & technical specifications completed
- Curatorial Advisory Committee meetings
- Preparation of building department applications
- C&C of Honolulu building department plan review
- Equipment and construction RFP documents prepared & distributed
- Bid results review
- Bidder interviews

Oct 2025

- Construction contract award
- Pre-construction meetings
- Curatorial Advisory Committee meetings
- Curriculum and Docent Guidebook revisions begin

Nov-Dec 2025

- Site preparation
- Demolition of existing walls in gallery space and gift shop
- Prepping artifacts, stories, photos for installation
- Completion of updated curriculum and guidebooks

Jan-Apr 2026

- Final building inspections and approvals
- Prepping artifacts, stories, photos for installation
- Hiring of a Gallery Manager

Sep 2026

- Completion of project
- Docent training
- Grand reopening of Okage Sama De Gallery

C. Provide evidence of the agency's ability to perform the proposed grant activity through past performance, current capacity and/or plan to acquire the capacity to perform.

1. Provide data that demonstrates proven success in offering the same, similar, or related activities to achieve the proposed outcomes. ***(3,000 character count limit)***

PROPERTY RENOVATION - SUCCESS

The Japanese Cultural Center of Hawai'i, with its buildings just over 30 years old, is in a continual process of maintenance, upgrading, renovation to keep the staff, tenants, visitors and community safe while on campus.

Projects previously undertaken and successfully completed in the last three years at the JCCH include the Administrative Building elevator replacement, concrete spalling repairs, and skybridge drainage repairs. Work on modernizing the Administrative Services Building's elevator began in 2024.

The JCCH capital reserve plan identified facility projects requiring immediate attention including concrete repair, replacement of exhaust fans, upgrades to the fire alarm system, replacement of failing ceiling insulation, retrofitting of interior light fixtures, and parking garage deck sealcoat. JCCH is already addressing the highest capital priorities through their building reserve fund, capital fund, private and public sources.

Along with the reserve study plans, the JCCH is anticipating a large-scale sustainability project aimed at improving the JCCH's energy and water consumption, and its solid waste production. Phase I of the project was an LED retrofit for the entire campus and an HVAC redesign of the Community Services building. This project was anticipated to save the JCCH approximately $7,000 in monthly energy costs. The project concluded in Fall 2023, reducing JCCH's electricity usage by 15-20%.

CULTURAL RENOVATIONS – SUCCESS
The Honouliuli Education Center, a significant addition to the Japanese Cultural Center of Hawai‘i, opened its doors to the public on October 22, 2016. This center was established as part of the JCCH's ongoing efforts to preserve and share the history of Japanese internment in Hawai‘i during World War II.

Located within the Community Gallery space of the JCCH, the Honouliuli Education Center serves as a vital resource for educating visitors about the Japanese Hawai‘i incarceration experience. The center features a comprehensive exhibit that includes photos of the Honouliuli Camp, artifacts from internees, oral history videos, and virtual tours of the Honouliuli National Monument.

In 2018, a small addition was made to the Okage Sama De exhibition at the Japanese Cultural Center of Hawaii, highlighting the impact of Ellison Onizuka, the late astronaut from Kona who inspired a generation of Hawaii's children. This new section, called the Ellison Onizuka Remembrance, features photos and information about Hawaii's first astronaut. The collection also includes some of Onizuka's personal items, such as his NASA flight jacket and Boy Scout uniform. This addition serves to commemorate Onizuka's legacy as the first person of Japanese ancestry to become a U.S. astronaut and travel into space, showcasing his significant contributions to space exploration and his role as an inspiration for Hawai‘i's youth.

2. Describe the applicant's capacity to successfully achieve the proposed outcomes.
OR Provide a plan to acquire the capacity to successfully achieve the proposed outcomes (including how the applicant has acquired similar capacity in the past).

Responses should include organizational knowledge, staffing, fiscal resources, facilities and other resources, stakeholders and relationships, and other relevant resources. ***(3,000 character count limit)***

STAFFING

- The Project Director is Nate Gyotoku, President and Executive Director of JCCH. Nate will be the lead staff for all aspects of management for the exhibit renovation project. With over 17 years of management experience, including ten years of nonprofit management and twelve years of executive management experience, Nate has

proven success at creating and sustaining growth for various private and nonprofit organizations through effective relationship building, value creation, and team building. Nate has experience with project management including managing government (Federal, State), private foundation grants and projects. His primary role on the project will be to oversee the logistics, curatorial development, and construction of the renovation.

- Devynn Kochi, JCCH's manager of the Tokioka Heritage Resource Center, will assist with the exhibition development by identifying the artifacts, oral histories, and video recordings in our archives that share the personal stories of the internees. Under the tutelage of Violet Harada, Professor Emeritus, Library and Information Science Program at the University of Hawai'i at Manoa, Ms. Kochi has proven her ability to manage and organize our archives.

CONTRACTOR - DESIGN

- Craig Takahata, a principal and senior project designer at G70 International, will serve as the design leader. He is responsible for the renovation design and permitting and will oversee the project construction, including hiring of the general contractor and build-out team.

EXTERNAL STAKEHOLDERS

Historians who will help develop the exhibits include:

- Mr. Niiya is a public historian specializing in Japanese American history. Currently the content director for Densho and editor of the online Densho Encyclopedia, he has also held various positions with the UCLA Asian American Studies Center, the Japanese American National Museum, and the Japanese Cultural Center of Hawai'i that have involved curating exhibitions and developing public programs.

- Christine R. Yano, retired professor of Anthropology at the University of Hawai'i, has conducted research on Japan and Japanese Americans with a focus on popular culture. Her publications include Tears of Longing: Nostalgia and the Nation in Japanese Popular Song (Harvard University Press, 2002) and Airborne Dreams: "Nisei" Stewardesses and Pan American World Airways (Duke University Press, 2011). Dr. Yano has served as the vice president of the Association for Asian Studies at UH.

- Artist Kaelyn Okuhata will lend her museum experience to help design the new exhibits. A marketing professional by day, Ms. Okuhata is known locally as an up-and-coming mural artist.

D. Describe the applicant's sustainability and/or additional long-term benefit to the community

1. Provide a plan for sustaining and / or expanding activities beyond the applicable grant period. ***(2,000 character count limit)***

PROJECT SUSTAINABILITY – ENHANCING ENGAGEMENT

The introduction of state-of-the-art multimedia and interactive technologies will enhance audience engagement, particularly among youth, providing a highly engaging and comprehensive visitor experience. This is key to preserve the historical gallery's relevance and appeal to present and future audiences.

Continued maintenance of the gallery will be funded by revenue generated by gallery admission fees. Admission will be charged for the Okage Sama De Gallery as well as for

temporary exhibitions in the Community Gallery. Higher admission will be charged for private docent-led tours. In fiscal year 2023-2024, approximately 5,000 individuals visited the Okage Sama De gallery, while an additional 402 visited through private tours. We will increase these numbers through special promotions and strategic marketing.

Additional revenue will be generated by special events like workshops, panel discussions, and retail pop-ups. The JCCH has hosted public events for over thirty-five years. In the fiscal year 2023-2024, over 8,000 people attended 43 outreach programs.

PROJECT SUSTAINABILITY – COMMUNITY GALLERY
As part of this renovation, the Community Gallery will be established as a versatile, rotating exhibit space. This new gallery will serve multiple purposes, hosting a variety of events and exhibitions:

1. Art exhibitions featuring local and visiting artists
2. Displays of historical artifacts related to Japanese-American culture in Hawaii
3. Temporary historical exhibits exploring different aspects of Japanese-American history
4. Food events showcasing Japanese and local cuisine
5. Showcases for local designers and artisans

The Community Gallery will provide a dynamic space that can adapt to the changing needs and interests of the community. It will allow the JCCH to offer fresh and engaging content regularly, potentially attracting more visitors and increasing community engagement.

2. Describe the applicant's capacity and resources to carry out the above plan (staffing, funding, etc.) beyond the grant period. ***(2,000 character count limit)***

FUNDING SUSTAINABILITY
JCCH is engaged in a strategic planning process to better access community funding for the future, with a strong earned-income model for sustainability. The three areas of funding sustainability currently being implemented by the staff and board of the JCCH:

1) **Rental Income**: JCCH has conducted a comparison analysis of the rent value for each of its buildings. Using this data, the JCCH moved its administrative offices to the 2nd floor, opening up ground floor units for rental, which net higher rental income.

2) **Fundraising Income**: This includes a formalized plan for grant funding, donor stewardship, and a capital campaign to secure monetary contributions from individuals and corporations with the support of JCCH's Board of Directors and Board of Governors.

3) **Fee-For-Service Income**: The JCCH is considering more fee-for-service programs such as research, archive access, training, gallery tours, and mission-related merchandise.

The net facility income gained from leveraging higher rents from ground floor suites, lowering monthly operating expenses through efficiency, and lowering the burden for facility income to cover program expenses through strong fundraising, the JCCH anticipates accelerated reserve fund growth.

PROPERTY SUSTAINABILITY
The Japanese Cultural Center of Hawai'i is a privately owned property built in the early 1990s. The 2-building complex, containing over 57,000 sf., consists of a 4-floor Administrative Office building (Phase I, completed in 1991), and a 5-floor Community Services structure (Phase II, completed in 1994) that also includes a 270-stall parking garage. A landscaped multi-purpose courtyard and sky bridge connect the two buildings.

The Japanese Cultural Center of Hawai‘i, with its buildings just over 30 years old, is in a continual process of maintenance, upgrading, renovation to keep the staff, tenants, visitors and community safe while on campus.

E. No CITY funds or assistance.
The highest consideration will be given to applicants that do not receive other funding or any form of assistance from the CITY. While applicants that receive other funding or assistance from the CITY may apply for Grants in Aid funding, the extent of funding or assistance already received in relation to services provided must be considered prior to awarding Grants in Aid funds.

A percentage of the sub-total criteria points will be awarded to Grantees based on the criteria below and the information about past funding / assistance from the CITY that follows.

The applicant has received no award from the CITY within the last 3 years.	**10%**
The applicant has received 1-2 awards from the CITY within the last 3 years.	**7%**
The applicant has received 3-5 awards from the CITY within the last 3 years.	**5%**
The applicant has received between 6-9 awards from the CITY within the last 3 years.	**3%**
The applicant has received 10 or more awards from the CITY within the last 3 years.	**0%**

GRANTEE RECEIPT OF CITY GRANTS

Identify all CITY grants received by Grantee (or Fiscal Sponsor) in the last three (3) years. Information will be verified by the CITY.

1. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

2. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

3. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

4. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

E. Age Friendly Honolulu (Complete only if applying for the bonus points)
Consideration is to be given to applicants that incorporate the vision and goals of the Age-Friendly Honolulu Program (as codified in ROH Chapter 2, Article 22), including but not limited to (1) enabling residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active; and (2) removing barriers to inclusion for and providing support services to vulnerable residents and/or have physical limitations.

If awarded bonus points for being an Age-Friendly Honolulu project, the Grantee will be subject to additional reporting requirements, including but not limited to name, age, and physical location of seniors being served by the project.

To be eligible for the bonus points as an Age-Friendly Honolulu project an organization must demonstrate the proposal aligns with Age-Friendly Honolulu's priorities by completing the following TWO steps:

1) Go the following website https://www.hiphi.org/age-friendly-honolulu/ to access an Age-Friendly Honolulu training video. The video should be watched by at least one (1) person from the non-profit organization in a leadership position (Executive Director, Administrator, or equivalent). This video will define an "age-friendly city" and explain what types of projects align with the Age-Friendly Honolulu Vision.
2) Complete the section below by selecting which Age-Friendly Honolulu category best fits the activities of your organization and providing a brief description of how your proposal is an Age-Friendly Honolulu project.

☐ Enabling Residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active, particularly at the oldest ages

☒ Providing Kupuna with meaningful roles in the community, including mentors, volunteers, or through intergenerational programming

☐ Removing barriers to support community inclusion and accessibility for persons of all abilities.

3) How is your proposal an Age-Friendly Honolulu Project and explain how your organization can meet the additional reporting requirements if awarded? ***(2,000 character count limit)***

An estimated 50-70% of the Japanese Cultural Center of Hawai'i's general membership are kūpuna (65 years+) residing in Hawai'i. About 20 docents over the age of 60 are the primary tour guides of the current Okage Sama De Gallery and are expected to continue this role indefinitely. In respect of their contributions and history at the JCCH, kūpuna docents will be an integral part of the planning process for the new exhibit. This will likely include at least 3 meetings with an extended volunteer team, focus groups, and inclusion (as appropriate) on the Curatorial Advisory Committee as scholars.

Many of our older members and volunteers are descendants of internees at the internment camps in Hawai'i and have personal memories that will be lost if not shared. A daughter's story about her mother's experience as a Picture Bride illustrates the hardship the immigrants experienced, a part of history that may seem distant and unimaginable to youth today. These stories have been captured in videos and oral history recordings which will be incorporated into the new Okage Sama De exhibits as interactive digital media. Artifacts from families make up a significant part of the exhibit and the intergenerational stories behind them will be shared when possible.

As the gallery exhibit is completed, a key section of the new space will be a Community Gallery which will be utilized to highlight culture and the arts. Kūpuna-aged artists may use the space to showcase their art, crafts and designs, give presentations on their body of life's work, and also sell their work. The space will serve as a creative output for all.

APPENDIX A: TIER II GRANT PROPOSAL (Grants $25,000 to $150,000)
SOLICITATION NO. RGP-DCS-GIA2026

Instructions: The proposal below must be completed in full. Responses must be provided in the fillable boxes provided. Where annotated, the fillable boxes have predetermined maximum limits on character counts. Letters, numbers, punctuation marks, and spaces are included in the character count limits.

SECTION I
SUMMARY

A. Grantee Legal Name:	Ka Lei o Ka Lāhui
B. Is Grantee a Fiscal Sponsor?	☐ Yes ☒ No
C. Grant Activity Name:	Lehua Legal Assistance Program

D. Briefly describe the Grantee's background, history (including year established), and mission. *(400 character count limit)*

Ka Lei o Ka Lāhui (KLKL), founded in June 2023, provides Hawaiian culture-centered legal support to survivors of domestic, sexual, and family violence through the Lehua Legal Assistance Project (LLAP). Originally a pilot program under EPIC ʻOhana in April 2023, Puʻuhonua o Ka Ululehua (Puʻuhonua) was transferred to Ka Lei o Ka Lāhui in October 2024 to integrate cultural and legal services.

E. Briefly describe the Grant Activity and public need being filled. *(400 character count limit)*

The grant will support operations for Lehua Legal Assistance Project (LLAP) and Puʻuhonua o Ka Ululehua (Puʻuhonua) program. LLAP provides affordable legal services. Puʻuhonua offers culturally grounded consultations, trauma-informed weekly classes, and monthly gatherings for survivors. Together, they address the public need for holistic survivor support and accessible justice in Hawaiʻi.

F. Briefly summarize Grant Activity outcomes and measures of success, including number and description of those served. *(400 character count limit)*

KLKL will serve 35 survivors, with half accessing legal services and all participating in cultural healing. Success measures include a 75% program completion rate, improved cultural knowledge and well-being, and survivors' ability to use cultural grounding, resources, and problem-solving tools to address challenges and meet legal service needs.

G. Council District
Check all districts that will benefit from the Grant Activity. Provide the amount requested per district. Amounts must be in whole numbers only.

☒ District 1 $20,000	☒ District 2 $15,000	☒ District 3 $15,000
☒ District 4 $15,000	☒ District 5 $15,000	☒ District 6 $15,000
☒ District 7 $15,000	☒ District 8 $20,000	☒ District 9 $20,000
Total Amount Requested (must be $25,000 to $150,000)	$150,00	

H. Type of Grant Activity (pick ONE category that best reflects the Grant Activity):		
1. Public Services: Projects in this category will support qualified public services and programs for the target populations deemed by the CITY to be most vulnerable.		
☐ A. Public Service – Seniors	☐ B. Public Service - Children	☐ C. Public Service - Disabilities
☐ D. Public Service – Homeless	☒ E. Public Service – Domestic Violence	☐ F. Public Service – Substance Abuse
☐ G. Public Service – Mental Health	☐ H. Public Service – Other (describe):	
2. Arts, Culture, Community/Economic Development, and the Environment: Projects in this category will support the sustainable improvement in the well-being and quality of life of local communities, especially low- to moderate income areas.		
☐ A. Arts	☐ B. Culture	☐ C. Community Development
☐ D. Economic Development	☐ E. Environment	

GRANTEE'S CERTIFICATION AND SIGNATURE

The undersigned, subject to personal liability and penalty under applicable law, certifies that he or she: (i) is authorized to sign this Grant Proposal; (ii) personally prepared or reviewed the matters found in this Grant Proposal (including any related documents/attachments); (iii) asserts all statements made in this Grant Proposal (including all attachments) are true, accurate and complete; (iv) has the requisite skills and knowledge to assert the foregoing certification; and (v) has complied and shall continue to comply with all applicable requirements of Chapter 6, Article 29 of the Revised Ordinances of Honolulu 2021, as amended (Link), regarding private organizations receiving grants of public funds from the City and County of Honolulu.

C. Melenani Wai'alae — 11/22/24

Signature of Grantee (Fiscal Sponsor) Officer — Date

Printed Name and Title: Chantrelle Melenani Wai'alae

CERTIFICATE OF THE BOARD OF DIRECTORS NO OBLIGATIONS IN ARREARS

The undersigned of the Board ("Grantee") hereby certifies that the Grantee or any principal of the Grantee or sponsored organization (where the Grantee is a Fiscal Sponsor) is not in arrears on any financial or other obligation owed to the City & County of Honolulu, a municipal corporation of the State of Hawaii.

(Signature)

Emmanuel Zibakalam
(Print name)

CERTIFICATE OF THE BOARD OF DIRECTORS AUTHORIZATION TO ASSIGN AUTHORITY

The undersigned of the Board ("Grantee") hereby certifies that Emmanuel Zibakalam (name), Board Secretary (title), has been authorized by the Board of Directors to sign proposals, contracts, and related documents on behalf of the Grantee. Accordingly, I hereby assign the authority by the Board to execute proposals, contracts, and contract amendments on behalf of the Grantee, and further certify that the assigned is given the power and authority to do all things necessary to implement, maintain, amend, or renew such contracts, including but not limited to the delegation of signing authority to another employee of the Grantee.

(Signature)

Emmanuel Zibakalam
(Print name)

STATE OF HAWAII)
CITY AND COUNTY OF HONOLULU)

On this 20 day of November, 2024, before me appeared Emmanuel Zibakalam personally known to me, who, being by me duly sworn, did say that he/~~she~~ is the Board Secretary of Ka Lei o Ka Lahui and that the corporation has no corporate seal, and that said instrument was signed in behalf of said corporation by authority of its Board of Directors, and said He acknowledged said instrument to be the free act and deed of said corporation.

DOKI AN NOTARY PUBLIC 23-254 STATE OF HAWAII

Notary Public, State of Hawaii

My Commission expires: 10/01/2027

Doc. Date: 11/20/2024 # Pages 1
Name: DOKI AN First Circuit
Doc. Description: certificate of the board of directions No obligation in arrears
Signature 11/20/2024 Date

NOTARY CERTIFICATION

DOKI AN NOTARY PUBLIC 23-254 STATE OF HAWAII

SECTION II
GRANT ACTIVITY INFORMATION

A. Describe how the community need, stated problem/issue, and target population are effectively validated. The description must include how the public services' target population is vulnerable or how the arts, culture, community/economic development, or environmental activities will especially support low- to moderate-income areas.

1. Provide substantive data and other qualifying information to demonstrate how the problem/issue impacts the target population and is a community priority that needs to be addressed. *(4,242/ 5,000 character count limit)*

Problem Analysis
Native Hawaiians in Honolulu County disproportionately experience domestic, sexual, and family violence. Contributing factors include poverty, mental health disparities, and limited culturally appropriate support services. These challenges are compounded by the county's high cost of living, which significantly impacts low-to-moderate-income (LMI) populations.

The Haumea Report from the Office of Hawaiian Affairs (2018) reveals that 17.8% of Native Hawaiian women experience domestic violence, compared to 11.4% of non-Native Hawaiian women. Additionally, 9% of Native Hawaiian women report unwanted sexual encounters by an intimate partner, compared to 6% of non-Native counterparts. Alarmingly, Native Hawaiian and Pacific Islander (NHPI) children make up nearly 50% of the foster care population, despite representing only 10.1% of the state population (Lee et al., 2022).

Economic barriers further disadvantage survivors in Honolulu County, where median rent exceeds $2,000/month (U.S. Census Bureau, 2022). Legal representation is often inaccessible, with hourly rates ranging from $250–$400 and retainers averaging $5,000. This leaves many LMI survivors without recourse, perpetuating cycles of violence, financial instability, and homelessness.

The COVID-19 pandemic exacerbated these issues, with reports of domestic violence rising 16% between 2020 and 2021 and helpline contacts increasing 68% (DVAC, 2021; Hawai'i News Now, 2021). Existing resources, such as family court self-help centers, are insufficient, offering only brief 30-minute sessions and requiring long waitlists. These limitations highlight the need for culturally grounded, long-term interventions like KLKL's programs.

Target Population and Community Need
KLKL primarily serves Native Hawaiian survivors of domestic, sexual, and family violence in Honolulu County, while remaining open to survivors of all ethnicities. Survivors in LMI communities face compound challenges, including financial abuse, cultural disconnection, and housing instability. The Domestic Violence Action Center notes that survivors often become houseless due to fleeing abuse, abuser-caused evictions, or financial sabotage.

With Honolulu County's high housing costs and the limited availability of affordable legal services, survivors face significant barriers to stability. Family violence often intersects with poverty, leaving survivors at risk of homelessness, mental health challenges, and ongoing abuse. KLKL's services provide culturally grounded, survivor-centered support to address both immediate legal needs and long-term healing.

Economic Impact on Individuals and the Community
Intimate partner violence costs the U.S. over $8.3 billion annually (CDC, 2018), including healthcare, legal services, and lost productivity. In Honolulu County, IPV imposes significant

burdens on law enforcement, healthcare systems, and social services. The Domestic Violence Action Center reported a 68% increase in helpline contacts during the pandemic, and police reports rose 16% from 2020 to 2021.

KLKL mitigates these economic impacts by offering survivors 10 hours of legal support for a flat fee of $500, including settlement negotiations, mediations, and safety planning. While courtroom representation is not provided, this model empowers survivors to address legal challenges, secure housing, and reduce reliance on public assistance. By supporting LMI survivors, KLKL helps decrease systemic costs and foster economic independence.

A Community Priority
KLKL's work aligns with Honolulu County's priorities to address intimate partner violence among LMI populations through culturally sensitive, survivor-centered approaches. Partnerships with organizations such as the Hawai'i State Coalition Against Domestic Violence, Family Promise Hawai'i, and the Native Hawaiian Resource Center on Domestic Violence highlight community support for KLKL's mission.

By integrating Hawaiian cultural practices into its legal and support services, KLKL provides holistic pathways to healing, resilience, and justice. Its programs address the systemic inequities affecting Native Hawaiians and create long-term solutions to reduce IPV's impact on Honolulu County's most vulnerable communities.

B. Describe the proposed plan

1. Provide a description of the Grant Activity. This description will be used as the scope of services in the contract. Describe why you chose this Grant Activity and how it will effectively address the community's problem / need. *(2,667/ 3,000 character count limit)*

Grant Activity Description
Ka Lei o Ka Lāhui (KLKL) proposes to sustain two complementary programs: the Lehua Legal Assistance Program (LLAP) and Pu'uhonua 'o Ka Ululehua (Pu'uhonua). Together, they provide holistic, culture-centered support for Native Hawaiian survivors of domestic, sexual, and family violence. LLAP offers affordable legal consultations, settlement negotiations, and mediations, helping survivors secure safety and stability. Pu'uhonua fosters long-term healing through individual consultations, weekly cultural classes, and monthly gatherings.

Scope of Services
1. Lehua Legal Assistance Program (LLAP)
    a. Affordable legal services for family law matters, including custody arrangements, child support, and divorce.
    b. Workshops and individual consultations to help survivors navigate family court processes
2. Pu'uhonua 'o Ka Ululehua (Pu'uhonua)
    a. Individual consultations rooted in lā'au lapa'au (Hawaiian healing practices), incorporating coaching, financial literacy, and resource navigation.
    b. Weekly trauma-informed classes on topics like oli (chant), lomilomi (massage), and Ho'oponopono (family conflict resolution), alongside talk story sessions for shared healing.
    c. Monthly cultural gatherings to promote intergenerational healing and rebuild family bonds in safe environments.

Why This Activity Was Chosen

Native Hawaiians experience disproportionately high rates of domestic violence. 17.8% of Native Hawaiian women report experiencing domestic violence compared to 11.4% of non-Native Hawaiian women. Survivors face systemic barriers to justice, financial instability, and homelessness, compounded by a lack of culturally relevant support services.

Pu'uhonua has demonstrated the transformative impact of Hawaiian cultural practices, fostering resilience, stronger family bonds, and improved mental well-being. LLAP addresses gaps in legal services for survivors navigating the family court system without representation. Together, these programs address survivors' immediate legal needs and long-term healing, creating pathways to safety, justice, and resilience.

Effectiveness of the Grant Activity
This integrated approach meets the community's needs by:

1. Legal Empowerment. Survivors gain access to affordable legal services to secure protections like restraining orders and custody agreements.
2. Cultural Reconnection. Participants strengthen cultural knowledge and family relationships.
3. Holistic Healing. Survivors achieve emotional and mental well-being through culturally grounded practices.

KLKL's programs are critical to helping survivors achieve justice, break cycles of violence, and foster resilience within families and communities.

2. Provide measurable outcomes, describe how outcomes are aligned with the purposes and priorities of the Grants in Aid Fund, and describe how outcomes directly benefit the target population. *(2,725/ 3,000 character count limit)*

Public Services should begin with a statement of the number of individuals that the Grant Activity will directly benefit during the Grant Term.

Arts, Culture, Community/Economic Development or Environment should begin with a statement as to how the Grant Activity supports the sustainable improvement in the well-being and quality of life of local communities, especially low to moderate income areas.

Overview
KLKL anticipates benefiting at least 30 survivors and their family members during the grant term through its holistic programs. LLAP will provide essential legal services to survivors of domestic, sexual, and family violence. Simultaneously, Pu'uhonua will offer cultural healing cohorts that foster emotional well-being, cultural connection, and community resilience.

Deliverables

- Develop and distribute one outreach material to reach survivors seeking assistance
- Identify 30 survivors eligible for support services and access to legal consultations, cultural healing cohort, and community referrals
    - 30 survivors will participate in cultural healing cohorts
    - 17-20 survivors receive legal consultations
- Provide 35 survivors with legal consultations and workshops
- Assist 20 survivors with document preparation, settlement agreements, and court support
- Deliver 35 tailored safety plans
- Enroll 30 participants in12-week Pu'uhonua healing cohorts

- Host six in-person cultural events and two Puka (Graduation) and Sharing Circle ceremonies
- Create and distribute Survivor Guidebooks to 35 survivors

Expected Results
KLKL anticipates:
- 75% of LLAP participants will report increased legal knowledge, empowerment, and safety
- 75% of Pu'uhonua participants will report improved cultural knowledge, self-empowerment, and mental well-being
- 75% of survivors will find the Guidebook beneficial, feeling more supported, grounded, and knowledgeable

Objectives
1. Direct Legal Benefits (LLAP)
- Provide 35 survivors with legal consultations and workshops
- Assist 20 survivors with court-related legal services, including restraining orders and trial preparation
- Develop 35 safety plans

2. Cultural and Emotional Healing (Pu'uhonua)
- Enroll 30 participants in 12-week healing cohorts
- Conduct six in-person cultural events
- Host two Puka (Graduation) and Sharing Circles Ceremonies to celebrate progress and healing

3. Survivor Guidebook
- Create and distribute Guidebooks to 35 survivors
- Ensure 75% utilization and positive feedback

GIA Fund Priorities
KLKL's programs align with the GIA Fund's mission to deliver essential services to under-resourced, low- to moderate-income communities. The focus on Native Hawaiian survivors addresses system barriers through:
- Providing affordable legal services to improve safety and stability for survivors
- Reconnecting survivors to Hawaiian practices to address violence-related challenges
- Linking survivors with resources from other nonprofits resources for comprehensive support

Benefits to the Target Population
- Immediate Legal Support. Resolving custody disputes, securing restraining orders, and ensuring safety for survivors
- Cultural and Emotional Healing. Strengthening mental health and resilience through Hawaiian cultural practices
- Community Connections. Building peer networks to foster belonging and reduce isolation

By directly serving 30 individuals and reaching broader audiences through cultural and legal education, KLKL ensures lasting improvements for vulnerable Native Hawaiian communities.

3. Provide an action plan to achieve the stated measurable outcomes. If the Grant Activity involves a partnership, provide a description of each partner's role. Must include measurable milestones, specific events, or other performance measures appropriate to achieving the outcomes. *(2,450/ 3,000 character count limit)*

KLKL envisions empowering survivors through legal support, cultural healing, and community engagement. KLKL will implement an integrated action plan to achieve measurable outcomes for the LLAP and Pu'uhonua programs. The plan includes key deliverables, activities, and milestones, to ensure effective service delivery for Native Hawaiian survivors of domestic, sexual, and family violence.

Objective 1. Direct Legal Benefits (LLAP)
Activities

- Recruit 35 survivors by November 2025
- Conduct three legal workshops between January and March 2026
- Provide 20 individual legal consultations and file petitions through August 2026.
- Track and evaluate case outcomes monthly to assess success rates

Milestones

- By May 2026, complete 50% of consultations and file 10 petitions.
- By August 2026, file all 20 petitions and complete program evaluations.

Objective 2. Cultural Healing Cohorts (Pu'uhonua)
Activities

- Finalize the 12-week cohort curriculum by December 2025
- Recruit 30 participants for two cohorts through targeted outreach by July 2026
- Launch Cohort 1 in January 2026, hosting cultural events in January, February, and March
- Host Puka Ceremony and Sharing Circles for Cohort 1 in April 2026 and collect feedback
- Launch Cohort 2 in June 2026, hosting cultural events in June, July, and August
- Host Puka Ceremony and Sharing Circles for Cohort 2 in September 2026 and collect feedback

Milestones

- By April 2026: Complete three cultural events and one Puka Ceremony for Cohort 1, administering post-program surveys
- By September 2026: Complete three cultural events and one Puka Ceremony for Cohort 2, administering post-program surveys

Objective 3. Survivor Guidebook Survivors
Activities

- Research, collect, and compile resources by January 2026
- Edit and finalize the guidebook by March 2026
- Print and distribute guidebooks beginning March 2026, with feedback gathered through September 2026

Milestones

- By March 2026, finalize and print guidebooks for distribution
- Achieve a 75% participant-reported positive response to guidebook utility

Monitoring & Reporting
KLKL will track progress monthly using Excel to manage cases and monitor progress, as well as Coalition Manager to report grant activities to funders. Additional data will be collected

through registration and attendance logs, pre- and post-survey results, and participant feedback. Regular evaluations will ensure alignment with measurable outcomes and allow for adjustments as needed.

4. Provide a budget narrative that explains how the budget in Section III will achieve the desired outcomes. (2,990/*3,000 character count limit)*

The proposed budget of $150,000 supports KLKL's programs to achieve measurable outcomes for survivors of domestic, sexual, and family violence across Honolulu County, from District 1 (Waianae Coast) to District 9 (Hawaii Kai). Each budget category is aligned with program goals, ensuring efficient resource use and maximum impact.

1. Administrative Salaries/Wages and Fringe Benefits ($35,525)
Funds the Executive Director (12 hours/week; $33,000 annually) to oversee implementation and ensure alignment with objectives, with $2,525 allocated for fringe benefits.

2. Professional and Contractual Services ($55,200)
- Cultural Practitioners lead weekly cultural classes, plan and facilitate eight events, and oversee graduation ceremonies, ensuring cultural relevance and engagement.
- Program Coordinator manages cohort planning, materials development, event organization, and research to support program goals.
- Accounting/payroll services ensure compliance and smooth operations.

3. Office Rent and Utilities ($21,600)
Provides office space ($1,500/month) and utilities ($300/month) to support centralized operations.

4. Consumable Office Supplies ($750)
Covers essential materials for daily operations like paper, pens, and organizational tools.

5. Program Activity Supplies ($3,000)
Funds cultural materials including kīhei, Hawaiian herbs, and protocol items essential to cultural healing activities and events.

6. Travel ($12,000)
- Survivor Travel: Covers rideshare costs to ensure survivors attend events.
- Staff Travel: Supports attendance at national and international conferences to present outcomes and build partnerships.

7. Conference/Training ($3,500)
Funds staff professional development and memberships in professional organizations, ensuring culturally sensitive and effective service delivery.

8. Telecommunications ($700)
Supports communication tools such as phone allowances and Zoom licenses for staff and contractors.

9. Cultural Materials for Events ($3,450)
Funds general materials for eight cultural events ($500 per event), including supplies for cultural protocols and activities that foster healing, connection, and engagement.

10. Insurance ($3,000)
Provides general and professional liability coverage to protect the program and ensure continuity.

11. Publication/Printing of Guidebook ($3,250)
Produces culturally tailored Survivor Guidebooks to empower participants with accessible resources and practical tools.

12. Indirect Costs ($7,500)
Allocates 5% of the budget to essential overhead for program management and infrastructure.

Cost Effectiveness
The budget prioritizes direct services, focusing on legal and cultural healing to meet survivors' urgent needs. Investments in professional development, transportation, and cultural materials ensure survivors connect with traditional practices, fostering resilience and long-term well-being. The approach balances operational infrastructure and service delivery, removing barriers to participation while maximizing impact.

5. Provide a timeline that is complete, realistic and appropriate to achieve the desired outcomes. This timeline should also be reflected in Section IV. *(2,219 / 3,000 character count limit)*

The timeline provides a clear, realistic sequence of activities to achieve the desired outcomes. It spans from October 2025 to September 2026 and is divided into preparation, implementation, and evaluation phases, with specific deliverables and measurable milestones.

Preparation Phase: October–December 2025
The project begins with foundational activities to ensure a strong start:

- Develop and distribute one outreach material to recruit survivors into program (October).
- Recruit 35 survivors for legal services, with 30 participants for the first cultural healing cohort (October–November).
- Finalize the schedule for three legal workshops and initiate promotional efforts (November–December).

Milestones

- Create and distribute one outreach material (October).
- Participants recruited for legal services and cultural cohorts (November).
- Legal workshop schedule finalized (December).

Implementation Phase: January–August 2026
Program activities will begin in January and progress as follows:

- January–March: Conduct legal workshops, provide consultations, and launch the first 12-week cultural healing cohort, including three cultural events.
- April–June: Host a Puka Ceremony for Cohort 1 (April) and launch Cohort 2 (June).
- July–August: Continue legal consultations, train two participants as cultural leaders, and host cultural events for Cohort 2.

Milestones

- Legal consultations conducted; 20 petitions filed by August.
- Cultural healing cohort 1 completed by May; events hosted in March, April, May, and June.
- Cultural healing cohort 2 launched in June; events hosted in June, July, and August.

- Two participants trained as leaders by July.

Evaluation and Reporting Phase: May–September 2026
Monitoring and evaluation activities will track program progress and outcomes:

- Midpoint surveys for Cohort 2 completed (June).
- Post-program surveys completed for both cohorts (September).
- Outreach efforts to engage 100 individuals with domestic violence resources completed by project end.
- Final evaluation report summarizing legal, cultural, and community outcomes submitted (September).

Milestones

- Midpoint surveys for Cohort 2 completed by June.
- Post-program surveys and final evaluation report submitted by September.

C. Provide evidence of the agency's ability to perform the proposed grant activity through past performance, current capacity and/or plan to acquire the capacity to perform.

1. Provide data that demonstrates proven success in offering the same, similar, or related activities to achieve the proposed outcomes. *(2,185/ 3,000 character count limit)*

Ka Lei o Ka Lāhui (KLKL) has established itself as a trusted and effective organization in addressing the critical needs of Native Hawaiian survivors of domestic, sexual, and family violence. Led by practicing attorneys and cultural practitioners, the organization has seamlessly integrated legal expertise with Hawaiian healing practices to deliver programs that foster safety, empowerment, and cultural connection.

Since its inception in 2023, KLKL has built upon the success of Pu'uhonua 'O Ka Ululehua (Pu'uhonua), a program originally founded under EPIC 'Ohana. Through this partnership, the organization has completed three healing cohorts, serving over 50 survivors statewide. Participants engaged in culturally grounded workshops such as oli (Hawaiian chant), lomilomi (traditional massage), and lauhala weaving, addressing the emotional and cultural needs of survivors while fostering healing. Feedback from surveys and sharing circles revealed that 75% of participants reported increased feelings of empowerment and cultural reconnection.

In response to the urgent demand for legal services, the organization launched the Lehua Legal Assistance Program (LLAP) in 2023. Under the leadership of experienced family law attorneys, LLAP has provided over 35 survivors annually with critical legal consultations and representation in matters such as custody, child support, and restraining orders. Over 80% of participants achieved favorable outcomes, improving their safety and stability.

KLKL's impact extends beyond individual cases. Its innovative approach has garnered recognition locally and nationally, with presentations at the Native American Indigenous Studies Association Conference and PBS Insights. The organization's strong partnerships with Tagnawa Maui, Speak Out & Up Law, LLLC, and other community organizations have expanded access to services for rural and underserved survivors, including those affected by the Maui wildfires.

Through these achievements, Ka Lei o Ka Lāhui has demonstrated its commitment to addressing systemic inequities and empowering Native Hawaiian survivors with culturally grounded solutions that support long-term healing and self-advocacy.

2. Describe the applicant's capacity to successfully achieve the proposed outcomes.
OR

Provide a plan to acquire the capacity to successfully achieve the proposed outcomes (including how the applicant has acquired similar capacity in the past).

Responses should include organizational knowledge, staffing, fiscal resources, facilities and other resources, stakeholders and relationships, and other relevant resources. *(2,617/ 3,000 character count limit)*

Ka Lei o Ka Lāhui is uniquely equipped to achieve the proposed outcomes, combining legal expertise, cultural grounding, and a strong operational framework. At the forefront is Executive Director C. Melenani Waiʻalae, a practicing attorney specializing in family law and a cultural practitioner trained in lāʻau lapaʻau (traditional Hawaiian healing). Her leadership ensures survivors receive high-quality legal services that are trauma-informed and culturally attuned, addressing the intersecting challenges survivors face.

The organization's capacity is further strengthened by its skilled team, which includes a Cultural Specialist and Program Specialist who deliver holistic survivor support. Staff undergo regular training in trauma-informed care, cultural competency, and survivor advocacy through partnerships with organizations such as the Hawaiʻi State Coalition Against Domestic Violence. This ensures that KLKL meets and exceeds professional standards in its service delivery.

Strategic partnerships amplify the organization's reach and resources. Collaborations with community organization's such as EPIC ʻOhana, Tagnawa Maui, and Hana Lima Massage and Wellness enable KLKL to provide services across Oʻahu, Molokaʻi, Maui, and Hawaiʻi Isle, ensuring that even the most geographically isolated survivors can access support. These partnerships also extend to the construction of a traditional hale (house) in collaboration with Hālau o Huluena, which will serve as a community gathering space for healing and cultural education.

Fiscal resources are managed with transparency and sustainability in mind. KLKL operates with a diverse funding portfolio, including grants from the Asian-Pacific Institute on Gender-Based Violence and the ANA SEDS program. These resources are directed toward providing direct services, enhancing organizational capacity, and ensuring long-term program viability.

Central to the organization's approach is its commitment to stakeholder engagement. Survivor feedback is gathered through regular sharing circles and surveys, directly informing program design and ensuring services remain responsive to community needs. This iterative process builds trust and strengthens relationships with survivors, stakeholders, and partners alike.

With its attorney-led structure, cultural foundation, and established operational capacity, Ka Lei o Ka Lāhui is fully prepared to achieve the proposed outcomes. The organization continues to serve as a vital resource for Native Hawaiian survivors, offering integrated legal and cultural solutions that empower individuals, families, and communities.

D. Describe the applicant's sustainability and/or additional long-term benefit to the community

1. Provide a plan for sustaining and / or expanding activities beyond the applicable grant period. *(1,457/ 2,000 character count limit)*

KLKL envisions a future where Native Hawaiian survivors have consistent access to culturally rooted services that foster healing, resilience, and empowerment. To sustain this impact

beyond the grant period, KLKL will diversify its funding through multi-year grants and donor campaigns. These campaigns will spotlight program outcomes and survivor stories, inspiring broader community investment.

Building on the success of Pu'uhonua and LLAP, KLKL will create scalable templates that adapt these models for broader implementation across the islands. Survivor leadership is integral to this vision, with graduates invited to mentor new participants, lead workshops, and contribute to program facilitation. This approach strengthens survivor support networks and fosters long-term community empowerment.

A central component of KLKL's sustainability plan is the development of a traditional hale, in collaboration with Hālau o Huluena. This permanent cultural space will host workshops, community events, and healing ceremonies, offering survivors and their families a place to connect, heal, and grow. By anchoring services in a lasting physical and cultural structure, KLKL ensures that its programs remain accessible and impactful for years to come.

Through these strategies, KLKL is sustaining its current initiatives and laying the groundwork for systemic change, equity, and cultural resilience to support Native Hawaiian survivors for generations.

2. Describe the applicant's capacity and resources to carry out the above plan (staffing, funding, etc.) beyond the grant period. *(1959/ 2,000 character count limit)*

KLKLs ability to bring its sustainability vision to life is rooted in strong leadership, a skilled team, and well-cultivated community partnerships.

Executive Director C. Melenani Wai'alae, a practicing attorney and cultural practitioner, blends legal expertise and cultural understanding to address systemic barriers and foster connections. Her leadership ensures programs are both effective and deeply aligned with the needs of Native Hawaiian survivors. Supporting her is a dedicated team, including Cultural Specialist and Program Specialist, trained in trauma-informed care and cultural healing practices. Ongoing professional development and a commitment to cultural excellence equip the team to adapt to evolving survivor needs.

Financial stability underscores KLKLs capacity. Success in managing diverse funding streams, such as ANA SEDS and Asian-Pacific Institute on Gender-Based Violence grants, has fueled program growth and operational sustainability. Plans to expand donor engagement and secure multi-year grants will enhance long-term stability.

Infrastructure and partnerships also play a critical role. Access to office spaces through EPIC 'Ohana and the forthcoming traditional hale provides stable environments for program delivery and community engagement. Collaborations with Tagnawa Maui, Speak Out & Up Law, and Hana Lima Massage and Wellness extend services to remote and underserved communities, ensuring survivors statewide can benefit from holistic support.

Survivor-led initiatives are central to sustainability. Program graduates are encouraged to mentor, facilitate workshops, and advocate, fostering a self-sustaining support network and a legacy of empowerment.

With strong leadership, skilled staff, financial stability, and strategic partnerships, Ka Lei o Ka Lāhui is well-equipped to sustain and expand its programs, ensuring culturally rooted support remains a vital resource for Native Hawaiian survivors well into the future.

E. No CITY funds or assistance.
The highest consideration will be given to applicants that do not receive other funding or any form of assistance from the CITY. While applicants that receive other funding or assistance from the CITY may apply for Grants in Aid funding, the extent of funding or assistance already received in relation to services provided must be considered prior to awarding Grants in Aid funds.

A percentage of the sub-total criteria points will be awarded to Grantees based on the criteria below and the information about past funding / assistance from the CITY that follows.

The applicant has received no award from the CITY within the last 3 years.	**10%**
The applicant has received 1-2 awards from the CITY within the last 3 years.	**7%**
The applicant has received 3-5 awards from the CITY within the last 3 years.	**5%**
The applicant has received between 6-9 awards from the CITY within the last 3 years.	**3%**
The applicant has received 10 or more awards from the CITY within the last 3 years.	**0%**

GRANTEE RECEIPT OF CITY GRANTS

Identify all CITY grants received by Grantee (or Fiscal Sponsor) in the last three (3) years. Information will be verified by the CITY.

1. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

2. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

3. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

4. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled

E. Age Friendly Honolulu (Complete only if applying for the bonus points)
Consideration is to be given to applicants that incorporate the vision and goals of the Age-Friendly Honolulu Program (as codified in ROH Chapter 2, Article 22), including but not limited to (1) enabling residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active; and (2) removing barriers to inclusion for and providing support services to vulnerable residents and/or have physical limitations.

If awarded bonus points for being an Age-Friendly Honolulu project, the Grantee will be subject to additional reporting requirements, including but not limited to name, age, and physical location of seniors being served by the project.

To be eligible for the bonus points as an Age-Friendly Honolulu project an organization must demonstrate the proposal aligns with Age-Friendly Honolulu's priorities by completing the following TWO steps:

1) Go the following website https://www.hiphi.org/age-friendly-honolulu/ to access an Age-Friendly Honolulu training video. The video should be watched by at least one (1) person from the non-profit organization in a leadership position (Executive Director, Administrator, or equivalent). This video will define an "age-friendly city" and explain what types of projects align with the Age-Friendly Honolulu Vision.

2) Complete the section below by selecting which Age-Friendly Honolulu category best fits the activities of your organization and providing a brief description of how your proposal is an Age-Friendly Honolulu project.

☐ Enabling Residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active, particularly at the oldest ages

☐ Providing Kupuna with meaningful roles in the community, including mentors, volunteers, or through intergenerational programming

☐ Removing barriers to support community inclusion and accessibility for persons of all abilities.

3) How is your proposal an Age-Friendly Honolulu Project and explain how your organization can meet the additional reporting requirements if awarded? *(2,000 character count limit)*

APPENDIX A: TIER II GRANT PROPOSAL (Grants $25,000 to $150,000)
SOLICITATION NO. RGP-DCS-GIA2026

Instructions: The proposal below must be completed in full. Responses must be provided in the fillable boxes provided. Where annotated, the fillable boxes have predetermined maximum limits on character counts. Letters, numbers, punctuation marks, and spaces are included in the character count limits.

SECTION I
SUMMARY

A. Grantee Legal Name:	Kalihi-Pālama Culture & Arts Society, Inc. (KPCAS)
B. Is Grantee a Fiscal Sponsor?	☐ Yes ☐ No
C. Grant Activity Name:	Queen LIli‘uokalani Keiki Hula Competition
D. Briefly describe the Grantee’s background, history (including year established), and mission. *(400 character count limit)*	

Statement of the Mission: Since its Petition for Charter of Incorporation filed on January 5, 1972, the Kalihi-Pālama Culture & Arts Society, Inc. (KPCAS) has been and remains committed to "providing education, training, services and facilities to the public in furtherance of the maintenance, support, preservation, encouragement and publicity of culture and arts, particularly but not restricted to the culture and arts of ancient Hawai'i …" regardless of age, race, denomination or orientation.

Brief Description

Legendary Kumu Hula[1] George Lanakilakekiahiali'i Na'ope (National Heritage Fellow NEA) and Kahu Wendell Silva founded KPCAS in 1972 to perpetuate Kānaka Maoli[2] culture. In 1976, recognizing the need to enchance cultural programming for children, they created the Queen Lili'uokalani Keiki Hula Festival (Keiki Hula) to create an event that supported teaching children the art of hula. In doing so these children aged 5 – 12 would also learn 'Ōlelo Hawai'i[3] and the cultural underpinnings of the mele[4] they dance.

After 50 years, KPCAS is one of the few culture-based organizations that can prove by the Kumu Hula today, that it has accomplished its mission in one generation. The following is only a partial list of Kumu Hula who began as keiki hula haumāna[5] during the Second Hawaiian Renaissance in the 1970s and now perpetuate the Kānaka Maoli culture as its teachers:

Kumu Hula Keolalaulani Dalire (Miss Keiki Hula 1990 & Miss Aloha Hula 1999)
Kumu Hula Kau'ionālani Kamana'o (1st Master Keiki Hula Award Recipient 1983)
Kumu Hula 'Iliahi Paredes (Master Keiki Hula Award Recipient 1987)
Kumu Hula Kailihiwa Vaughn (Miss Keiki Hula 1985 & Miss Aloha Hula 1995)
Kumu Hula Pelehonuamea Suganuma-Harmon (Miss Keiki Hula 1993)

The small festival started in 'A'ala Park in 1976 grew to a major annual cultural event known as the Queen Lili'uokalani Keiki Hula Competition. In 2019, its final year prior to the COVID-19 pandemic, the annual competition showcased approximately 500 Keiki Hula dancers with an audience over one million viewers. Over 22,500 keiki have participated in the event. KPCAS recognizes distinction in hula preservation by providing trophies and monetary awards. Notably, KPCAS acknowledges excellence in Hawaiian language achievement with its annual Kawena'ula Keiki Hula Scholarship.

[1] Kumu Hula: Hula Educator
[2] Kānaka Maoli: Native Hawaiian
[3] 'Ōlelo Hawai'i: (Native Hawaiian language)
[4] Mele: Song, anthem, chant
[5] Haumāna: student(s)

E. Briefly describe the Grant Activity and public need being filled. *(400 character count limit)*

There were once many long-established hula competitions in Hawai‘i. COVID-19 has left the hula community struggling. Keiki Hula and Merrie Monarch are the last two long-standing hula competitions in Hawai‘i.

Only the Annual Queen Lili'uokalani Keiki Hula Competition and its big sister, the Merrie Monarch Hula Festival are left as standard bearers for perpetuating Hawaiian culture through hula, language, music and chant. Keiki Hula is in its 49th year and the Merrie Monarch is in its 54th. Both organizations were founded by Uncle George Na'ope, legendary Hawaiian Kumu Hula and knowledge keeper. But after three years of COVID these are the only two hula competitions that may reappear and once again become sustainable protectors of Hawaiian culture. Absent funding though, it is anyone's guess where we are in a year.

Funding allows KPCAS to gather over 500 local Hawai‘i children across racial, economic and social categories. Further, if KPCAS ceases to exist there will no longer be this pool of rising hula dancers that graduate from Keiki Hula to participate in the Merrie Monarch. Five women are both Miss Keiki Hula Winners AND Miss Aloha Hula Winners. Dozens of Kumu Hula today were once Keiki Hula dancers. Our request for funding is not a casual one but an existential need. Without it, Hawaiian culture and hula as we know it will be severely impacted and this importance resource for children may no longer be available to the many children across the state who turn to hula as a place of learning, a second family, and source of pride and enjoyment.

F. Briefly summarize Grant Activity outcomes and measures of success, including number and description of those served. *(400 character count limit)*

KPCAS made its first comeback to an in-person event in 2024. However, the organization faced several obstacles prior to its return. KPCAS struggled to keep events going during the pandemic but did so by creating several films to maintain and celebrate the resilience of hālau during COVID. It will also hold a much smaller event this year during another organization's conference, as this other organization has offered KCPAS space for free. There is a dire need from families, kumu hula, and community members alike to revive the *live* festivities at the Blaisdell, which is the only venue in the state larger enough to host the event at full capacity, which includes about 10,000 attendees over the three-day competition. By being able to hold a full capacity live event again, the organization will elevate and expand every generation in obtaining and learning about authentic ʻōiwi practices and be able to teach it for future generations. The following objectives are its main goals to achieve grant activity outcomes.

Objectives and Deliverables

- By the end of the 9th month, re-establish the Keiki Hula Competition by having no mandatory fees to participate in the competition
- By the end of the 9th month, host an annual language scholarship, the Kawenaula Keiki Hula Scholarship to acknowledge excellence in Native Hawaiian Language
- By the 12th month, increase Native Hawaiian educational awareness beyond Hawai'i by establishing media platforms to cover the actual event.

The requested funds will increase the percentage of accurate Kānaka Maoli culture by

- Contributing and preserving over 100 years of factual hula history.
- Perpetuate and maintain authentic Hawaiian practices in language, performance, and dance.

In partnership with Keiki Hula there will be the preservation and open access to its incredible archives. Over its 50 year history, KPCAS has collected the largest hula archive in existence. *Lohe I Ka Leo* can become one of the most impactful projects towards Kānaka Maoli preservation and distance education learning available today. **The mission of *Lohe I Ka Leo* is to digitize the entire media collection with the purpose of making the archive accessible on a global level.** In addition to the archive being entirely free to the public, *Lohe I Ka Leo* will serve as an opportunity to learn from kūpuna who are no longer with us.

The project is a multi-year development. However, the objectives stated below were re-designed to comply with the GIA 2024 application:

Objectives and Deliverables

- By the end of the 12th month, expand hula literacy by digitizing over 15,000 first-person documents through HSA for communal usage.
- By the end of the 12th month, increase a community of ʻŌlelo Hawai'i learners by establishing algorithmic reports monthly and promote *Lohe I Ka Leo* through broadcast and educational institutions.

- By the 12th month, support Equal Educational Opportunities and bring awareness of environmentally conscious methods at an international level by administering all materials digitally.

The requested funds will increase the percentage of accurate information of Kānaka Maoli culture by

- Contributing and preserving over 100 years of factual hula history.
- Increasing ʻŌlelo Hawaiʻi by sharing authentic translated material for the user to understand in English and ʻŌlelo Hawaiʻi.
- Broadcasting unprecedented first-person documents with worldwide accessibility.
- Ensuring equal learning opportunities for all socio-economic communities.

G. Council District
Check all districts that will benefit from the Grant Activity. Provide the amount requested per district. Amounts must be in <u>whole</u> numbers only.

☐ District 1 $ 17,200	☐ District 2 $ 16,600	☐ District 3 $ 16,600
☐ District 4 $ 16,600	☐ District 5 $ 16,600	☐ District 6 $ 16,600
☐ District 7 $ 16,600	☐ District 8 $ 16,600	☐ District 9 $ 16,600
Total Amount Requested (must be $25,000 to $150,000)	$ 150,000	

H. Type of Grant Activity (pick <u>ONE</u> category that best reflects the Grant Activity):

1. Public Services: Projects in this category will support qualified public services and programs for the target populations deemed by the CITY to be most vulnerable.

☐ A. Public Service – Seniors	☐ B. Public Service - Children	☐ C. Public Service - Disabilities
☐ D. Public Service – Homeless	☐ E. Public Service – Domestic Violence	☐ F. Public Service – Substance Abuse
☐ G. Public Service – Mental Health	☐ H. Public Service – Other (describe):	

2. Arts, Culture, Community/Economic Development, and the Environment: Projects in this category will support the sustainable improvement in the well-being and quality of life of local communities, especially low- to moderate income areas.

☐ A. Arts	☐ B. Culture	☐ C. Community Development
☐ D. Economic Development	☐ E. Environment	

GRANTEE'S CERTIFICATION AND SIGNATURE

The undersigned, subject to personal liability and penalty under applicable law, certifies that he or she: (i) is authorized to sign this Grant Proposal; (ii) personally prepared or reviewed the matters found in this Grant Proposal (including any related documents/attachments); (iii) asserts all statements made in this Grant Proposal (including all attachments) are true, accurate and complete; (iv) has the requisite skills and knowledge to assert the foregoing certification; and (v) has complied and shall continue to comply with all applicable requirements of Chapter 6, Article 29 of the Revised Ordinances of Honolulu 2021, as amended (Link), regarding private organizations receiving grants of public funds from the City and County of Honolulu.

Guy Murashige Sibilla
Executive Director

Signature of Grantee (Fiscal Sponsor) Officer
Printed Name and Title:

22 NOV 2024
Date

CERTIFICATE OF THE BOARD OF DIRECTORS NO OBLIGATIONS IN ARREARS

The undersigned of the Board ("Grantee") hereby certifies that the Grantee or any principal of the Grantee or sponsored organization (where the Grantee is a Fiscal Sponsor) is not in arrears on any financial or other obligation owed to the City & County of Honolulu, a municipal corporation of the State of Hawaii.

Garrett Kam
(Signature)

Garrett Kam
(Print name)

CERTIFICATE OF THE BOARD OF DIRECTORS AUTHORIZATION TO ASSIGN AUTHORITY

The undersigned of the Board ("Grantee") hereby certifies that Garrett Kam (name), Board President (title), has been authorized by the Board of Directors to sign proposals, contracts, and related documents on behalf of the Grantee. Accordingly, I hereby assign the authority by the Board to execute proposals, contracts, and contract amendments on behalf of the Grantee, and further certify that the assigned is given the power and authority to do all things necessary to implement, maintain, amend, or renew such contracts, including but not limited to the delegation of signing authority to another employee of the Grantee.

Garrett Kam
(Signature)

Garrett Kam
(Print name)

STATE OF HAWAII)
CITY AND COUNTY OF HONOLULU)

On this 22nd day of November, 2024, before me appeared Garrett Kam, personally known to me, who, being by me duly sworn, did say that he/she is the Board President of Kalihi Palama Culture & Arts Society and that the corporation has no corporate seal, and that said instrument was signed in behalf of said corporation by authority of its Board of Directors, and said he acknowledged said instrument to be the free act and deed of said corporation.

Veronica V Kanemaru
Notary Public, State of Hawaii Veronica V Kanemaru

My commission expires: 01/09/2026

VERONICA V KANEMARU NOTARY PUBLIC No. 21-210 STATE OF HAWAII

Doc. Date: Undated at time of notary # Pages 2
Name: Veronica V Kanemaru First Circuit
Doc. Description: Certificate of the Board of Directors

VERONICA V KANEMARU NOTARY PUBLIC No. 21-210 STATE OF HAWAII

Veronica V Kanemaru 11/22/2024
Signature Date

NOTARY CERTIFICATION

SECTION II
GRANT ACTIVITY INFORMATION

A. Describe how the community need, stated problem/issue, and target population are effectively validated. The description must include how the public services' target population is vulnerable or how the arts, culture, community/economic development, or environmental activities will especially support low- to moderate-income areas.

1. Provide substantive data and other qualifying information to demonstrate how the problem/issue impacts the target population and is a community priority that needs to be addressed. *(5,000 character count limit)*

The target population for KPCAS is the general statewide communities that have an active inclination to learn, participate, and perpetuate authentic Native Hawaiian culture. This includes Native and non-Native Hawaiian keiki (5-12), families, kumu hula, scholars, and educators who aspire to trace ʻōiwi roots to pre-missionary contact (before 1810).

The organization's vehicle for embracing this community need is through the Annual Queen Liliuokalani Keiki Hula Competition at the Neal S. Blaisdell Arena. In previous raw numbers, the festivities hosted 26 Kumu Hula from Oʻahu, Maui, Kauaʻi, Hawaiʻi Island, and Japan, and 140 musicians provided authentic Hawaiian dance and music. In addition, the competition features over a dozen local artists from across the state. Local artisians and organizations have the opportunity to showcase their services and products to nearly 10,000 Keiki Hula attendees. KPCAS looks forward to hosting anywhere up to 30 hālau from the Hawaiian Islands, as well as continuing to maintain local musicians and artists for Keiki Hula 2024.

Lohe I Ka Leo aims to be a part of this movement as well. KPCAS approximately serves an exceptional number of individuals and mass media audiences.

Data is illustrated as follows:
- Over 5,000 new website users (www.keikihula.org)
- Nearly 10,000 "likes" on the Queen Liliʻuokalani Keiki Hula Competition Facebook Homepage
- Over 88,000 views of the 2020 Keiki Hula competition via Hawaiʻi News Now
- Annual features in Ka Wai Ola

Each audience is interested in using *Lohe I Ka Leo* as a learning tool. Working with the Hawaiʻi State Archives, a sizable following is anticipated for the media collection. In addition, press releases in local media stations will help to promote *Lohe I Ka Leo* to gain exposure.

B. Describe the proposed plan

1. Provide a description of the Grant Activity. This description will be used as the scope of services in the contract. Describe why you chose this Grant Activity and how it will effectively address the community's problem / need. *(3,000 character count limit)*

2. Provide measurable outcomes, describe how outcomes are aligned with the purposes and priorities of the Grants in Aid Fund, and describe how outcomes directly benefit the target population. *(3,000 character count limit)*

Public Services should begin with a statement of the number of individuals that the Grant Activity will directly benefit during the Grant Term.

Arts, Culture, Community/Economic Development or Environment should begin with a statement as to how the Grant Activity supports the sustainable improvement in the well-being and quality of life of local communities, especially low to moderate income areas.

<u>Queen Lili'uokalani Keiki Hula Competition</u>
Keiki Hula Outcome 1:
Restarting the Keiki Hula Competition that has been dormant due to the COVID-19 pandemic by hosting a no-cost entry participation event
- KPCAS does not charge participating halau an entry free. In addition, all ensembles receive a dressing room and the ability to perform at the venue at no cost. This allows all children the ability to learn, dance, and perform hula without having to worry about their educational, financial, or skills background. The competition truly emphasizes the celebration of ʻōiwi practices and encourages every dancer, chanter, cultural practitioner, and observer to join in on this movement.
- Result: Encourage positive impact and activity amongst Hawai'i's youth (ages 6-12) by maintaining a minimum of 500 participants.

Keiki Hula Outcome 2.1:
Increased number of "arts" based participants through hosting a three-day event
- Keiki Hula is a three-day competition schedule that includes a Solo Hula (Miss/Master); a Hula Kahiko (traditional); and a Hula Auana (contemporary). Each halau is able to participate in all or specific categories.

Keiki Hula Outcome 2.2:
Increased number of attendees in an exhibition that features local artists, musicians, and craft makers
- Attendees will have the ability to immerse themselves amongst Hawaiian specialists in the Vendor Village. This commercial space gives local Hawaiian artisans the opportunity to feature and share their professional art or craft amongst the general public at no cost. In addition, families who may have been limited to these resources can now take advantage to explore various vendors.
- Attendees will also have the opportunity to expand their hula perspective in the HSA exhibition. This showcase will present first-person hula artifacts, mele and oli documents, and a range of historic interviews from both former and present kumu hula. By allowing a no-cost entry, every person will be able to learn freely outside of a traditional classroom.

Keiki Hula Outcome 2.3:
Increased number of viewers watching the Annual Queen Liliuokalani Keiki Hula Competition

- In 2020, over 88,000 views of the 2020 Keiki Hula competition via Hawai'i News Now were documented. The 2024 competition is at a projected viewership of 150,000 views.
- KPCAS will be establishing media platforms to cover pre-, during- and post-event. The usage of other media forms will Increase art educational awareness beyond Hawai'i's shores to enforce 'ōiwi authenticity in language and history.

Keiki Hula Outcome 3.1:
Increased number of hula participants by creating three different categories of competition
- The solo hula highlights a young girl or boy chosen by their Kumu Hula to present a mele of their choice. This mele can either be a kahiko or 'auana but continues to allow the fluidity for the child to learn exponentially. Under the direction of their kumu, the child will undergo rigorous musical and dance training. The hula kahiko is the traditional form of hula. Kahiko was used to pass down historic documentation, genealogy, protocols, and mo'oleo. Each kumu hula will educate his or her students in ancient practices such as mele or oli to present during Keiki Hula. The hula 'auana is a contemporary take on Hawaiian story-telling and music. Hālau have the opportunity to celebrate 'ōiwi culture by blending traditional and new practices such as creating new adornment and dance steps.

Keiki Hula Outcome 3.2:
Increase the retention to maintain authentic Native Hawaiian language and history
- KPCAS presents an annual language scholarship, the Kawenaula Keiki Hula Scholarship, to acknowledge excellence in Native Hawaiian Language.
- Judges are recruited to review each performance presented by the halau. These adjudicators are thoroughly previewed and are considered professionals in their field of Native Hawaiian culture, language, and dance. Each ensemble will be scored with detailed feedback. These notations will be shared with each kumu hula to reflect how he or she has perpetuated nā mea Hawai'i appropriately.

<u>Lohe I Ka Leo Hula Archive</u>
Lohe I Ka Leo Outcome 1.1:
Increase Native Hawaiian Historical Contexts for educational attainment and; Increase 'ōlelo Hawai'i competency at a local and global level
- Completed digitization of *Lohe I Ka Leo* via official website
- Number of exact quantity per material type
- Number of translated materials in 'ōlelo Hawai'i and English

Lohe I Ka Leo Outcome 1.2:
Develop an appreciation for authentic Native Hawaiian history
- Completed Monthly Algorithmic Report
- Number of translated materials in 'ōlelo Hawai'i
- Length of time user reviews each material

Lohe I Ka Leo Outcome 1.3:
Increase awareness in environmentally- conscious methods in the community
- Completed Monthly Algorithmic Report
- Length of time user reviews each material
- Frequency of visits per material

Lohe I Ka Leo 2.1:
Increase hula communities and build relationships worldwide
- Completed Monthly Algorithmic Report
- Frequency of visits per material
- Geographic location of where the search originates
- Identification of a private or institutional user

Lohe I Ka Leo Outcome 2.2:
Increase support for Equal Educational Opportunities
- Completed Monthly Algorithmic Report
- Identification of a private or institutional user

Lohe I Ka Leo Outcome 3.1:
Contribute and preserve over 100-years of hula history and increase accessibility to physical documents.
- Housing original *Lohe i ka Leo* media collection in the Hawai'i State Archives
- Increase longevity of document preservation in litigation
- Creating a digital platform allows for easy accessibility to any user at a global level

3. Provide an action plan to achieve the stated measurable outcomes. If the Grant Activity involves a partnership, provide a description of each partner's role. Must include measurable milestones, specific events, or other performance measures appropriate to achieving the outcomes. *(3,000 character count limit)*

Please refer to Question 5 for full details

4. Provide a budget narrative that explains how the budget in Section III will achieve the desired outcomes. (*3,000 character count limit)*

Related expenses to the Keiki Hula grant activity are based on numbers from 2024. The budget is as follows:

- Professional and Contractual Services: $119,400 based on any independent contractors that KPCAS uses to facilitate the event. KPCAS is a nonprofit organization that is completely project-based and hires independent professionals year-round to support each program. Some contractors include but also not limited to, Hula instructors (6 people), Program Coordinator, and Assistant to Program Coordinator
- Office Utilities: $1,000 based on water and electricity bills
- Consumable Office Supplies: $2,400 based on office materials such as Adobe subscription, and Xerox
- Program Activities: $10,000 based on floral adornment [e.g. lei], charms, backstage badges, stage decorations, factbook binding, banners, posters, storage boxes, digitized platform, website subscription (project not general org website), stationary items, etc.
- Travel: $5,000 based on airfare for judges, and other travel means that may be necessary for KPCAS project members
- Telecommunications: $2,200 based on Internet and telephone usage (Hawaiian Telcom)
- Accounting: $10,000 based on independent services (ProService and Jay Miyaki) for accounting affiliations to KPCAS

5. Provide a timeline that is complete, realistic and appropriate to achieve the desired outcomes. This timeline should also be reflected in Section IV. *(3,000 character count limit)*

Queen Lili‘uokalani Keiki Hula Competition

Activity	Outcome Fulfillment	Timeline				Responsibility
		Q1	Q2	Q3	Q4	
Conduct and collect all registration packets from the halau (includes pre-event survey)	KH Outcome 1; 2.1; 3.1					Executive Director/ Assistant to Executive Director
Host a Keiki Hula Orientation for all participating halau	KH Outcome 1; 2.1					Executive Director/ Assistant to Executive Director
Establish venue	KH Outcome 1					Executive Director
Recruit local vendors for the Vendor Village	KH Outcome 2.2					Executive Director/ Assistant to Executive Director
Collect all forms from participating musicians	KH Outcome 2.2; 3.1					Assistant to Executive Director
Recruit volunteers for day-of-event	KH Outcome 1					Executive Director
Recruit judges for day-of-event	KH 3.2					Executive Director
Cross promote Keiki Hula Hawaii and Keiki Hula Japan (HINow, Facebook, IG, videography)	KH Outcome 2.3					Executive Director/ Assistant to Executive Director/ Makaha Studios
Document all Keiki Hula events	KH Outcomes 2.3; 3.2					Executive Director/ Assistant to Executive Director/ Makaha Studios
Prep and set up HSA exhibition hall for day-of-event	KH Outcome 2.2; 3.2					Executive Director/ Assistant to Executive

						Director/ HSA
Promote Keiki Hula through broadcasts and updates on the hosting website	KH Outcome 2.3					Executive Director/ Assistant to Executive Director
The Queen Lili'uokalani Keiki Hula Competition actual event	ALL OUTCOMES REVIEWED					KPCAS/hālau/community members
Conduct post-survey to all halau	ALL OUTCOMES REVIEWED					Executive Director/ Assistant to Executive Director
Conduct Results Report	ALL OUTCOMES REVIEWED					Executive Director/ Assistant to Executive Director

Lohe I Ka Leo

Activity	Outcome Fulfillment	Timeline				Responsibility
		Q1	Q2	Q3	Q4	
Develop a protocol to file media elements cohesively	LIKL Outcome 1.1					HSA/Project Coordinator/ Digital Director/ Scholar Assistant
Collect and organize original paper documents into the database	LIKL Outcome 1.1					HSA/Project Coordinator/ Scholar Assistant/ Volunteers
Digitize paper documents	LIKL Outcome 1.1					Digital Director/Scholar Assistant/ Volunteers
Catalog and fact-check newly digitized paper documents	LIKL Outcome 1.1					Scholar Assistant/ Volunteers

Construct and maintain hidden website for KPCAS	LIKL Outcome 1.; 2.1					Digital Director
Log new-found video, audio, and photo media into database	LIKL Outcome 1.1; 2.1					Archivist/ Volunteers
Affix Lohe I Ka Leo inventory number (e.g. "Lohe I Ka Leo VHS 1") to media for internal organization and tracking records with vendors	LIKL Outcome 1.1; 3.1					Archivist/ Volunteers
Organize, package and ship additional video, audio, and photo media to AV Transferhouse and ScanCafe	LIKL Outcome 1.1					Archivist/ Volunteers
Digitize CDs and DVDs collection at KPCAS	LIKL Outcome 1.1; 3.1					Archivist/ Volunteers
Catalog and transcode newly-generated media files	LIKL Outcome 1.1; 3.1					Archivist/ Native Hawaiian Language Specialist
Prepare viewer-friendly files for internal review (includes language fact-check)	LIKL Outcome 1.1; 3.1					HSA/Archivist/Native Hawaiian Language Specialist/ Scholar Assistants/ Volunteers
Pre-digitization: Prep all original media elements to be transferred into a climate control rental storage	LIKL Outcome: 3.1					Scholar Assistant/ Digital Director
Post-digitization: Permanently store original media elements at HSA	LIKL Outcome: 3.1					HSA
First debut (sneak-peek) of the *Lohe I Ka Leo* collection to the public	LIKL Outcome: 1.2; 1.3					HSA/Project Coordinator/Digital Director/Scholar Assistant/ Volunteers
Develop social media posts to feature nā Kumu Hula monthly	LIKL Outcome: 3.1					Scholar Assistant/ Volunteers

Develop social media accounts and prep publications	LIKL Outcome: 2.1; 3.1					Project Coordinator/Digital Director
Make appearances on local news/ radio stations to advertise *Lohe I Ka Leo*	LIKL Outcome: 2. 1; 3.1					HSA/Project Coordinator/Scholar Assistant
Review algorithmic reports of *Lohe I Ka Leo* publication	LIKL Outcome 2.2					Project Coordinator/ Digital Director
Write summary *Lohe I Ka Leo* progress reports	ALL OUTCOMES REVIEWED					Scholar Assistant
Write final *Lohe I Ka Leo* progress report	ALL OUTCOMES REVIEWED					Project Coordinator/ Scholar Assistant

C. Provide evidence of the agency's ability to perform the proposed grant activity through past performance, current capacity and/or plan to acquire the capacity to perform.

1. Provide data that demonstrates proven success in offering the same, similar, or related activities to achieve the proposed outcomes. *(3,000 character count limit)*

KPCAS has been offering community culture and arts classes for over 46 years. All of the community instructors have been with the organization for multiple years and have extensive experience in offering their classes. KPCAS has been producing the Malia Craver hula competition for over 30 years after taking the event over from the Queen Liliuokalani Children's Center, who stopped producing the event in 1982. That year, Aunty Malia Craver came to KPCAS and asked the organization to take over producing the event. She helped to run the event for many decades prior to her death, at which point KPCA renamed the event in her honor.

KPCAS has estimated that over 22,500 keiki (6-12) have danced hula at our events over the last 46 years. Or someone in their family has danced keiki hula. Or someone at work knows someone who has a keiki that dances hula. Or someone has a friend who has danced keiki hula. Events such as the Annual Queen Lili'uokalani Keiki Hula Competition and the Malia Craver perpetuate 'ōiwi culture through dance, language, and music. In addition, 26 Kumu Hula from Oahu, Maui, Kauai, Hawaii Island, and Japan, and 140 musicians provide authentic Hawaiian dance and music.

KPCAS has produced the Queen Lili'uokalani Keiki Hula Competition since 1976. The competition has grown from 6 groups in its first year at Aala Park to 27 groups this year. The event grew steadily over its many successful years and finally moved to the Blaisdell Arena in 1993 after it outgrew all other venues on the island of Oahu. KPCAS is the largest, oldest, and most prestigious children's hula event in the world. KPCAS has produced the show for television for decades, airing the show live in 2019, and creating three films (2020, 2021, and 2022). KPCAS will be airing Keiki Hula live for the foreseeable future. The event has a local vendor marketplace, a program that includes important cultural information, and KPCAS continues to integrate the Hawaiian language into our programming as much as possible. 2019 was also the first year to see the largest number of male entrants in the event's history, demonstrating our ability to bring culture and dance to all children at a young age. We will also be offering thousands of free tickets to nonprofit organizations and families from underserved communities to increase access of culture and the arts across socioeconomic
groups and geographic ranges.

The *Lohe I Ka Leo: Hear the Voice* website launch is the most significant activity of Phase I. The webpage includes the complete listing of Kumu Hula pages contained in Nānā I Na Loea Hula; Look to the Hula Resources. Volumes 1 & 2 of this treasured two-volume collection forms the backbone of the Lohe I Ka Leo project.

Please note that this is not the final design. As with all digital designs, some configurations work when metadata is uploaded and sometimes functionality suffers due to unanticipated search needs. This is complicated because the KPCAS team is constructing a digital platform that must also accommodate multiple forms of media: audio, video, and print media files to be accessed once entry has been made.

As with all things that have never been done before, this seven year-journey has been a *go-stop-regroup-rethink-backtrack-redesign-and-go-again* process. In a word, it has been challenging to visualize how to manage TBS (terabytes) of data, make the database searchable in two languages and discoverable regardless of multiple spellings of Native Hawaiian words, embed metadata into photographs and other material, and anticipate presently unforeseen needs going forward. Current funders allowed KPCAS to push ideas into reality and test and retest the design against the wants and needs.

A particularly time-consuming process was building a Native Hawaiian language library that allows anyone who spells or misspells Native Hawaiian words such as "*Hōkūleʻa*" as "*Hokulea*" or "*Hōkulea*" or "*Hōkūlea*" or "*Hokūlea*" will still be able to reach the Lohe I Ka Leo library. This bilingual search engine is being developed in partnership with the Hawaiʻi State Archives via an NEA Grant. This illustrates how dynamic and challenging it has been in digitizing and constructing a platform adequate for any anticipated needs of a global population unaccustomed to diacritical

markings necessary to divine the proper meaning of Native Hawaiian words. Regardless, KPCAS is delighted at the progress to date.

2. Describe the applicant's capacity to successfully achieve the proposed outcomes.
OR
Provide a plan to acquire the capacity to successfully achieve the proposed outcomes (including how the applicant has acquired similar capacity in the past).

Responses should include organizational knowledge, staffing, fiscal resources, facilities and other resources, stakeholders and relationships, and other relevant resources. *(3,000 character count limit)*

*Keiki Hula: Th*ree-day competition schedule includes a Solo Hula (Miss/Master); a Hula Kahiko (traditional); and a Hula 'Auana (contemporary) and is anticipated to be hosted at the Blaisdell Center.

An exciting new feature will be the collaboration hall between KPCAS and the Hawai'i State Archives (HSA). There is a current partnership with HSA in a different program but as an extension, HSA will be hosting an exhibition area that highlights ancient Hawaii, kumu hula, and other rich history snippets of the Hawaiian Kingdom and the era of the Hawaiian Renaissance. The purpose of this exhibit is to increase reliable and accurate resources to the general public at no cost.

Lohe I Ka Leo: Through the dedicated efforts of the KPCAS team, 100% of all current activities are done in-house. For instance, the photographic images and text data of Volume 1 and Volume 2 of Nānā I Na Loea Hula; Look to the Hula Resources" were scanned and uploaded by purchasing a CCD flatbed graphic scanner. This includes photoshop adjustments to the file photographs, scanning text data through an OCR (Optical Character Recognition) software, and transplanting metadata markers on each piece of data for filing. The Digital Director has constructed the Lohe I Ka Leo platform for over two years and has overcome a series of setbacks in creating the database.

To date, 535 audio files have been digitized. After reviewing the cassette tape recordings, the KPCAS team was struck at the background noise and echoes that distract from the conversations. Thus, a software program was obtained to reduce the "white noise" and make the conversations more easily heard. This process will continue through Phase II. The entire Lohe I Ka Leo filing system involves creating an archival system. Therefore, Phase II will include the collaboration of the Archivist. Once there is a filing system the KPCAS team will encode each digital file with metadata references for access. The initial platform architecture and the body of material are digitized and referenced (691 files to date). Including photo and audio digitization, Phase II will move forward in digitizing paper documents.

KPCAS employs an Executive Director on a full-time basis, a Communications & Media Director on a part-time basis, and an Assistant to Executive Director on a

part-time basis. KPCAS maintains a sizable volunteer staff in excess of 150 people during events. KUMAP encompasses a collective team of professional archivists, ʻŌlelo Hawaiʻi scholars, researchers, and assistants. All members included in Keiki Hula are hired as independent contractors unless otherwise indicated.

Mākaha Studios is an enterprise based on the Waiʻanae Coast of Oʻahu that seeks to produce professional-grade multimedia content at or above national broadcast standards. Mākaha Studios is an outgrowth of the internationally acclaimed Searider Productions whose roots stem from Waiʻanae High School's groundbreaking program integrating journalism and multimedia presentation. Many of the Mākaha Studios alumni matriculate from college, gain professional experience on the mainland and return home to practice their craft.

A portion of annual profits from Mākaha Studios is donated to support Waiʻanae Coast media education programs. Mākaha Studios offers professional-level experience to interns from Waiʻanae High School as well as offers employment opportunities and work-study programs. Mākaha Studios is classified as an Act 221 Qualified High-Tech Business by the Hawaiʻi State Department of Taxation.

Ms. Wendy Suite is an Emmy-Award Winning Producer and Writer with decades of media television experience. Suite has produced content both as an employee of and as an independent contractor to every major media outlet in Hawaiʻi; Hawaii News Now, KHON-TV, KITV, and Hawaiʻi Public Broadcasting Corporation.

Adam Jansen, Hawaiʻi State Archivist and Division Administrator, holds a Doctor of Philosophy degree in Archival Studies from the University of British Columbia, and a Masters of Science degree in Information Management from Eastern Washington University. Adam Jansen oversees all Historic Archives, Records Management and Digital Archives programs that are partnered with the Hawaiʻi State Archives. He has over a decade of experience in managing digitization, software, grant development, and fiscal budgets.

Ben Yuri Biersach, Archivist and Filmmaker, holds a Master of Fine Arts degree in Motion Picture Production and a Bachelor of Arts degree in Cinema Production from the University of Southern California. Ben Yuri Biersach has extensive knowledge in research, prep, and cataloging a diversity of archival materials. He has worked for over twenty years as an Image Archivist with University of California, Los Angeles and later as Director of Video Production at Punahou School.

James "Kimo" Garrett *part-time*, Digital Director, holds over a decade of experience in photography, videography, webinar, and graphic development. James "Kimo" Garrett has collaborated islandwide with organizations such as Honolulu Star-Advertiser, Hawaiʻi Pacific University, and The Merrie Monarch Festival. Services also include graphic development for local musicians such as Raiatea Helm, Henry Kapono, Brother Noland, and John Cruz. Project responsibilities will consist of digital and graphic development for KUMAP.

Guy Murashige Sibilla *full-time*, Executive Director, holds a degree as a Doctor of Laws from the Marshall-Wythe School of Law (College of William and Mary) and Bachelor of Arts in English Literature and Philosophy from the College of William & Mary. Mr. Guy Murashige Sibilla is an Author and an Intellectual Property Law expert. He is accredited with numerous national and international publications and is the recipient of the 2001 Excellence in Journalism Award (Society of Professional Journalists). Mr. Guy Murashige Sibilla has formerly served as president of KPCAS and will serve as Project Coordinator for the *Lohe I Ka Leo Project* (fka **KUMAP** ~ KUMu Archive Project) as well.

Sarah Champayn Look *part-time*, Scholar Assistant, holds a Bachelor of Arts degree in Music from the University of Hawai'i at Mānoa and will pursue a Master of Liberal Arts in Extension Studies, field: Industrial Organizational Psychology from the Harvard Extension School. Her experience involves assisting staff and faculty at all office management levels. Responsibilities include, but not limited to, resource inquiries, orientations, project proposals and reports, and academic programming.

D. Describe the applicant's sustainability and/or additional long-term benefit to the community

1. Provide a plan for sustaining and / or expanding activities beyond the applicable grant period. *(2,000 character count limit)*

KPCAS recognizes that all Kumu Hula perform their difficult task as teachers every day. These cultural practitioners transform tiny dancers into young adults and in the process, shape our future community. Young minds learn the meaning of commitment, mutual support, hard work, discipline, dedication to excellence, and many more lessons that will serve them well throughout their entire lifetimes.

These efforts have not gone unnoticed as there are indicators to prove the essential role that hula holds in our community. KPCAS has observed overtime that as community interaction continues to grow, we can increase preservation for the Hawaiian Arts and support the lāhui.

The Keiki Hula competition does not end after its immediate period. In fact, Keiki Hula Japan happens during February*. Events, hālau exchanges, and broadcasts throughout the year allows the community's children to constantly involve themselves within the hula world. Hālau prepare their keiki year-round and KPCAS has and continues to support these movements. In addition, KPCAS has worked with other institutions including the Hawai'i Council for the Humanities, Kamehameha Schools, Hawai'i Tourism Authority, and Office of Hawaiian Affairs. KPCAS looks forward to collaborating with future organizations to sustain the Queen Lili'uokalani Keiki Hula Competition.

Due to the immense undertaking of the archival project, KPCAS has and will continue to search for future partnerships. KPCAS presently holds a four-year grant with a

private non-profit organization and a multi-year partnership with the National Endowment for the Arts. In addition, KPCAS has worked with other institutions including the Hawai‘i Council for the Humanities, Kamehameha Schools, Hawai‘i Tourism Authority, and Office of Hawaiian Affairs. KPCAS looks forward to collaborating with future organizations to develop *Lohe I Ka Leo* in its entirety.

**None of the GIA request funds will be used for Japan Keiki Hula*

2. Describe the applicant's capacity and resources to carry out the above plan (staffing, funding, etc.) beyond the grant period. *(2,000 character count limit)*

KPCAS currently works with a three-member team alongside its Board of Directors. The organization is nothing without its kumu hula, haumana, ohana, cultural practitioners, community members, and grantors. The following organizations have been significant partners in supporting Keiki Hula:
Kamehameha Schools
Office of Hawaiian Affairs
Hawaiian Tourism Authority (Community Education Program)
DAWSON
H.T. Hayashi Foundation
First Nations Development Institute
Hawai‘i State Foundation on culture and the Arts
Hawai‘i State Archives
Council for Native Hawaiian Advancement
Hawai‘i Council for the Humanities
Hawaiian Bros
Hawaiian Airlines
First Hawaiian Bank
Atherton Family Foundation
Matson
Manaola
Maui Divers Jewelry
Honua Consulting
FilmHawai‘i
Mayor's Office of Culture & the Arts
Hawai'i News Now
For decades, the Queen Liliuokalani Keiki Hula Competition has and continues to serve Hawaii's youth. This specific program is extremely effective in matters that provide equal opportunity for all children to learn, observe, and experience authentic hula practices. By this program alone, KPCAS has influenced over 20,000 children by cultivating lifelong friendships, engaging mentors, and facilitating a safe space to perpetuate the Hawaiian arts. The organization will continue to instill protective measures for Hawaii's youth. Through the astounding community support, KPCAS continues to have the privilege of hosting the oldest and largest children's hula festival in the world.

E. No CITY funds or assistance. The highest consideration will be given to applicants that do not receive other funding or any form of assistance from the CITY. While applicants that receive other funding or assistance from the CITY may apply for Grants in Aid funding, the extent of funding or assistance already received in relation to services provided must be considered prior to awarding Grants in Aid funds. A percentage of the sub-total criteria points will be awarded to Grantees based on the criteria below and the information about past funding / assistance from the CITY that follows.	
The applicant has received no award from the CITY within the last 3 years.	**10%**
The applicant has received 1-2 awards from the CITY within the last 3 years.	**7%**
The applicant has received 3-5 awards from the CITY within the last 3 years.	**5%**
The applicant has received between 6-9 awards from the CITY within the last 3 years.	**3%**
The applicant has received 10 or more awards from the CITY within the last 3 years.	**0%**

GRANTEE RECEIPT OF CITY GRANTS

Identify all CITY grants received by Grantee (or Fiscal Sponsor) in the last three (3) years. Information will be verified by the CITY.

1. Grant Activity Name & Contract #: Queen Lili'uokalani Keiki Hula Competition Contract # CT-DCS-2400035
   Grant Period: 2024 Grant Amount: 150,000
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: City and County of Honolulu

2. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

3. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

4. Grant Activity Name & Contract #: _____

E. Age Friendly Honolulu (Complete only if applying for the bonus points)
Consideration is to be given to applicants that incorporate the vision and goals of the Age-Friendly Honolulu Program (as codified in ROH Chapter 2, Article 22), including but not limited to (1) enabling residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active; and (2) removing barriers to inclusion for and providing support services to vulnerable residents and/or have physical limitations.

If awarded bonus points for being an Age-Friendly Honolulu project, the Grantee will be subject to additional reporting requirements, including but not limited to name, age, and physical location of seniors being served by the project.

To be eligible for the bonus points as an Age-Friendly Honolulu project an organization must demonstrate the proposal aligns with Age-Friendly Honolulu's priorities by completing the following TWO steps:

1) Go the following website https://www.hiphi.org/age-friendly-honolulu/ to access an Age-Friendly Honolulu training video. The video should be watched by at least one (1) person from the non-profit organization in a leadership position (Executive Director, Administrator, or equivalent). This video will define an "age-friendly city" and explain what types of projects align with the Age-Friendly Honolulu Vision.

2) Complete the section below by selecting which Age-Friendly Honolulu category best fits the activities of your organization and providing a brief description of how your proposal is an Age-Friendly Honolulu project.

☐ Enabling Residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active, particularly at the oldest ages

☐ Providing Kupuna with meaningful roles in the community, including mentors, volunteers, or through intergenerational programming

☐ Removing barriers to support community inclusion and accessibility for persons of all abilities.

3) How is your proposal an Age-Friendly Honolulu Project and explain how your organization can meet the additional reporting requirements if awarded? *(2,000 character count limit)*

If awarded, KPCAS would be able to conduct and document the necessary materials to reflect its continued success in the Keiki Hula program and for its Lahui. For decades, the Queen Liliuokalani Keiki Hula Competition has and continues to serve Hawaii's community. This specific program is extremely effective in matters that provide equal opportunity for all children to learn, observe, and experience authentic hula practices. By this program alone, KPCAS has influenced over 20,000 children by cultivating lifelong friendships, engaging mentors, and facilitating a safe space to perpetuate the Hawaiian arts. The organization will continue to instill protective measures for Hawaii's youth. Through the astounding community support, KPCAS continues to have the privilege of hosting the oldest and largest children's hula festival in the world.

In addition to supporting the youth, KPCAS provides a resilient space for all communities alike. There are generations of children who have performed in Keiki Hula and are now either participating kumu hula or successful individuals in their own field.

The following is only a partial list of Kumu Hula who began as keiki hula haumana during the Second Hawaiian Renaissance in the 1970s and now perpetuate the Kanaka Maoli culture as its teachers:

Kumu Hula Keolalaulani Dalire (Miss Keiki Hula 1990 & Miss Aloha Hula 1999)
Kumu Hula Kauionalani Kamana‘o (1st Master Keiki Hula Award Recipient 1983)
Kumu Hula Iliahi Paredes (Master Keiki Hula Award Recipient 1987)
Kumu Hula Kailihiwa Vaughn (Miss Keiki Hula 1985 & Miss Aloha Hula 1995)
Kumu Hula Pelehonuamea Suganuma-Harmon (Miss Keiki Hula 1993)

Furthermore, the results of Keiki Hula are substantially impacting a child’s success as an adult: Hawai‘i News Now news reporter, Lacy Deniz, was a former Keiki Hula participant and speaks fondly of her memories as a Keiki Hula host. Another former dancer, Manu Boyd, is a multi-Na Hoku Hanohano Award winner, a former Public Information Director for OHA, and is currently the Cultural Director at Royal Hawaiian Center at Helumoa. KCPAS recognizes that there are an abundance of success stories because of Keiki Hula and we look forward to perpetuating future accomplishments for the Lahu

APPENDIX A: TIER II GRANT PROPOSAL (Grants $25,000 to $150,000)
SOLICITATION NO. RGP-DCS-GIA2026

Instructions: The proposal below must be completed in full. Responses must be provided in the fillable boxes provided. Where annotated, the fillable boxes have predetermined maximum limits on character counts. Letters, numbers, punctuation marks, and spaces are included in the character count limits.

SECTION I
SUMMARY

A. Grantee Legal Name:	KAMP Hawaii, Inc.
B. Is Grantee a Fiscal Sponsor?	☐ Yes ☒ No
C. Grant Activity Name:	"Pride and Victory" Healthy Lifestyle and Enrichment Program

D. Briefly describe the Grantee's background, history (including year established), and mission. *(400 character count limit)*

Aaron and Michele Kamau started Kids At-Risk Mentoring Program (KAMP) Hawaii in 2005 to help the youth they saw struggling in their own backyard. KAMP offers 6 programs in Oahu's public schools and City parks, all grounded in the mission to help Hawaii's at-risk, economically disadvantaged and special needs children grow into confident, caring and contributing members of our community.

E. Briefly describe the Grant Activity and public need being filled. *(400 character count limit)*

KAMP offers mentoring programs in O'ahu's public schools and parks, for at-risk, economically disadvantaged, and special needs' youth. Activities include anti-bullying workshops; social skills; and emotional regulation exercises to create confidence and community engagement. Project addresses need for interventions empowering vulnerable children to thrive and contribute positively to society.

F. Briefly summarize Grant Activity outcomes and measures of success, including number and description of those served. *(400 character count limit)*

Grant outcomes include improved: confidence, social skills, and emotional regulation among 3,674 at-risk, economically disadvantaged, and special needs youth annually. Success is measured by participation rates; feedback surveys; and observed behavior improvements. Participants gain tools to overcome challenges, fostering growth into caring, contributing community members.

G. Council District
Check all districts that will benefit from the Grant Activity. Provide the amount requested per district. Amounts must be in whole numbers only.

☒ District 1 $16,666	☒ District 2 $16,667	☒ District 3 $16,6665
☒ District 4 $16,667	☒ District 5 $16,667	☒ District 6 $16,667
☒ District 7 $16,667	☒ District 8 $16,667	☒ District 9 $16,667

Total Amount Requested (must be $25,000 to $150,000)	$150,000

H. Type of Grant Activity (pick ONE category that best reflects the Grant Activity):		
1. Public Services: Projects in this category will support qualified public services and programs for the target populations deemed by the CITY to be most vulnerable.		
☐ A. Public Service – Seniors	☒ B. Public Service - Children	☐ C. Public Service - Disabilities
☐ D. Public Service – Homeless	☐ E. Public Service – Domestic Violence	☐ F. Public Service – Substance Abuse
☐ G. Public Service – Mental Health	☐ H. Public Service – Other (describe):	
2. Arts, Culture, Community/Economic Development, and the Environment: Projects in this category will support the sustainable improvement in the well-being and quality of life of local communities, especially low- to moderate income areas.		
☐ A. Arts	☐ B. Culture	☐ C. Community Development
☐ D. Economic Development	☐ E. Environment	

GRANTEE'S CERTIFICATION AND SIGNATURE

The undersigned, subject to personal liability and penalty under applicable law, certifies that he or she: (i) is authorized to sign this Grant Proposal; (ii) personally prepared or reviewed the matters found in this Grant Proposal (including any related documents/attachments); (iii) asserts all statements made in this Grant Proposal (including all attachments) are true, accurate and complete; (iv) has the requisite skills and knowledge to assert the foregoing certification; and (v) has complied and shall continue to comply with all applicable requirements of Chapter 6, Article 29 of the Revised Ordinances of Honolulu 2021, as amended (Link), regarding private organizations receiving grants of public funds from the City and County of Honolulu.

Aaron Kamau

Signature of Grantee (Fiscal Sponsor) Officer
Printed Name and Title: Aaron Kamau, Executive Director/Founder

11/19/2024
Date

CERTIFICATE OF THE BOARD OF DIRECTORS NO OBLIGATIONS IN ARREARS

The undersigned of the Board ("Grantee") hereby certifies that the Grantee or any principal of the Grantee or sponsored organization (where the Grantee is a Fiscal Sponsor) is not in arrears on any financial or other obligation owed to the City & County of Honolulu, a municipal corporation of the State of Hawaii.

(Signature)

Mitchell Kaaialii
(Print name)

CERTIFICATE OF THE BOARD OF DIRECTORS AUTHORIZATION TO ASSIGN AUTHORITY

The undersigned of the Board ("Grantee") hereby certifies that Aaron Kamau (name), Executive Director (title), has been authorized by the Board of Directors to sign proposals, contracts, and related documents on behalf of the Grantee. Accordingly, I hereby assign the authority by the Board to execute proposals, contracts, and contract amendments on behalf of the Grantee, and further certify that the assigned is given the power and authority to do all things necessary to implement, maintain, amend, or renew such contracts, including but not limited to the delegation of signing authority to another employee of the Grantee.

(Signature)

Mitchell Kaaialii
(Print name)

STATE OF HAWAII)
CITY AND COUNTY OF HONOLULU)

On this 20th day of NOVEMBER, 2024, before me appeared MITCHELL M KAAIALII, personally known to me, who, being by me duly sworn, did say that he/she is the TREASURER of KAMP HAWAII INC and that the corporation has no corporate seal, and that said instrument was signed in behalf of said corporation by authority of its Board of Directors, and said HE acknowledged said instrument to be the free act and deed of said corporation.

MIRRIAM R. DOMINGO
NOTARY PUBLIC
No. 18-137
STATE OF HAWAII

MIRRIAM R. DOMINGO
Notary Public, State of Hawaii

My Commission expires: 3/25/2026

Doc. Date: NOV 20 2024 # Pages 81
Name: MIRRIAM R. DOMINGO First Circuit
Doc. Description: Appendix A: Tier II Grant Proposal (Grants $25,000 to $150,000) Solicitation No. RGP-DCS-GIA2026

Signature NOV 20 2024 Date

NOTARY CERTIFICATION

MIRRIAM R. DOMINGO
NOTARY PUBLIC
No. 18-137
STATE OF HAWAII

SECTION II
GRANT ACTIVITY INFORMATION

A. Describe how the community need, stated problem/issue, and target population are effectively validated. The description must include how the public services' target population is vulnerable or how the arts, culture, community/economic development, or environmental activities will especially support low- to moderate-income areas.

1. Provide substantive data and other qualifying information to demonstrate how the problem/issue impacts the target population and is a community priority that needs to be addressed. *(5,000 character count limit)*

Community Need / Target Population / Issue Validation: The community need is significant, as evidenced by multiple socio-economic and environmental factors that impact Oahu's vulnerable children.

KAMP Hawaii's services are tailored to economically disadvantaged and special needs children, a group facing numerous, interrelated issues that threaten their physical and mental well-being, educational attainment, and successful transition to adulthood. Through targeted support and intervention, KAMP Hawaii will empower approximately 3,674 children during the grant term to overcome barriers that limit their long-term success and well-being.

Target Population Vulnerability: The target population—economically disadvantaged and special needs children in Hawaii—includes individuals who are particularly vulnerable due to factors like poverty, housing instability, and limited access to essential services. The high cost of living in Hawaii exacerbates the struggles of low-income families, who often cannot provide consistent housing; adequate nutrition; and educational support for their children. This instability leaves children more susceptible to the impacts of poverty; housing uncertainty; and limited healthcare access, which collectively hinder their developmental potential.

Data from Hawaii's High School Youth Risk Behavior Survey and other local reports highlight critical issues, such as high rates of substance abuse, early exposure to drugs, and bullying—all of which are prominent among economically disadvantaged youth. Moreover, children with special needs face additional hurdles, often lacking access to essential therapies (e.g., occupational, speech, physical) due to funding constraints and resource limitations. This unmet need can isolate children further, reducing their self-esteem and increasing their risk of psychological distress, social exclusion, and physical health complications.

Qualifying Data / Issue Impact: The following data underscores the urgency of addressing these issues:

- Substance Abuse: Nearly a quarter (24.5%) of high school students report drinking alcohol, with 16.8% having their first drink before age 13, and 18.1% report marijuana use. Early substance abuse correlates with long-term health and behavioral challenges, indicating a need for early intervention.
- Bullying and Cyberbullying: Children exposed to bullying experience higher rates of anxiety, depression, loneliness, and academic disengagement. Those who bully others are at higher risk for future substance abuse, violent behavior, and criminal convictions. Cyberbullying is especially harmful, as online reputations can have lasting effects on future education and employment opportunities.

- Health Risks and Obesity: Overweight children are predisposed to chronic conditions like high cholesterol and blood pressure, increasing their risk for heart disease in adulthood. Psychological impacts, such as depression and eating disorders, are also prevalent, with overweight youth facing higher rates of peer rejection and teasing, further impacting their self-esteem and social development.

Additionally, the educational challenges faced by Hawaii's vulnerable children exacerbate this cycle. Due to insufficient funding and resource disparities, economically disadvantaged children have limited access to quality education and often attend overcrowded, underfunded schools. These factors contribute to lower academic achievement, limited future employment opportunities, and an increased likelihood of continued poverty.

Community Priority / Urgency of Addressing the Issue: Community data confirms that these issues are top priorities for Hawaii. Homelessness, substance abuse, and educational disparities have been identified as significant issues by local policymakers, educators, and social services. KAMP Hawaii's intervention model aligns with these community priorities, focusing on providing a safe environment where children can build confidence, gain life skills, and foster positive relationships.

With many parents in low-income communities working multiple jobs, there is often a lack of consistent adult supervision and support systems for these children, increasing their susceptibility to negative influences. Furthermore, the scarcity of community resources amplifies risks like substance abuse, gang affiliation, and poor dietary habits, which KAMP Hawaii aims to mitigate through supportive programs.

KAMP Hawaii is committed to providing the support, skill-building, and confidence children need to navigate and overcome these obstacles. Through targeted intervention, the program will address social, educational, and health disparities within Hawaii's vulnerable youth population, empowering them to thrive despite the many challenges they face. The grant support will help KAMP Hawaii reach its goal of positively impacting 3,638 children, ensuring they have the resources, guidance, and resilience to lead healthier, safer, and more successful lives.

B. Describe the proposed plan

1. Provide a description of the Grant Activity. This description will be used as the scope of services in the contract. Describe why you chose this Grant Activity and how it will effectively address the community's problem / need. *(3,000 character count limit)*

KAMP's project is comprised the following key components:

1. In-School Special Needs Instruction: Monthly community-based instructional sessions, with a total of 420 participants annually, provide special needs students with hands-on activities and social skill-building experiences. This approach ensures individualized attention and support within a familiar environment, fostering emotional and social growth for students who face additional barriers to integration.

2. Youth Mentor Training: In May, 18 youth mentors are trained to deliver program activities effectively. This training focuses on mentorship techniques, communication skills, and strategies for engaging younger participants. Empowering youth mentors ensures program delivery is culturally relevant and relatable, as mentors often share similar backgrounds with participants.

3. Summer Outreach Life Mentoring Program: Taking place in June and July, this program engages 3,200 youth participants in activities that promote emotional regulation, leadership development, and healthy lifestyle choices. Through structured workshops and interactive sessions, participants build critical life skills that contribute to their overall well-being and community involvement.

4. Youth Mentors Program Delivery: During the summer program, 36 mentorship opportunities were created for trained youth mentors. These mentors provide peer-led guidance, which has proven effective in fostering trust, relatability, and a deeper connection among participants.

Why This Approach is Effective: This program design is grounded in evidence-based practices that address the specific needs of at-risk and underserved populations:

- Culturally Relevant Mentorship: By employing youth mentors from local communities, KAMP Hawai'i ensures cultural alignment and relatability, which are critical for building trust and engagement among participants. Mentorship from relatable role models has been shown to significantly improve outcomes for at-risk youth.

- Skill Development and Confidence Building: Activities focus on developing essential life skills, such as communication, leadership, and emotional regulation. These skills equip participants to navigate challenges effectively, reducing risky behaviors and enhancing their ability to contribute positively to their communities.

- Community Engagement: The program fosters a sense of belonging and community connection, mitigating feelings of isolation that are common among at-risk youth. It also strengthens community bonds by involving mentors, educators, and participants' families in program activities.

Special Needs Integration: The program's tailored approach to working with special needs youth ensures that this vulnerable population receives the necessary support to thrive. Community-based instruction allows participants to learn in familiar settings, promoting comfort and confidence.

2. Provide measurable outcomes, describe how outcomes are aligned with the purposes and priorities of the Grants in Aid Fund, and describe how outcomes directly benefit the target population. *(3,000 character count limit)*

Public Services should begin with a statement of the number of individuals that the Grant Activity will directly benefit during the Grant Term.

Arts, Culture, Community/Economic Development or Environment should begin with a statement as to how the Grant Activity supports the sustainable improvement in the well-being and quality of life of local communities, especially low to moderate income areas.

KAMP Hawai'i's Grant Activity will directly benefit 3,674 individuals during the Grant Term through its targeted mentoring programs. These programs address the critical needs of at-risk, economically disadvantaged, and special needs youth in O'ahu, fostering their development into confident, caring, and contributing community members. Measurable outcomes include:

1. Improved Social and Emotional Skills:

- 420 special needs students will participate in monthly community-based instructional sessions, leading to enhanced social interaction skills and emotional regulation.
- Measured by pre- and post-program assessments completed by teachers and caregivers.

2. Increased Leadership and Mentorship Capacity:

   - 18 youth mentors will complete a structured training program, equipping them with skills to guide participants effectively.
   - Measured by training completion rates, mentor feedback surveys, and observed mentoring performance.

3. Life Skill Development:

   - 3,200 youth participants in the Summer Outreach Life Mentoring Program will engage in activities promoting healthy lifestyle choices, emotional resilience, and leadership.
   - Measured by participant surveys and evaluations of behavioral improvements.

4. Youth-Led Engagement:

   - 36 mentorship opportunities will empower trained youth mentors to lead program activities, fostering peer connections and role modeling.
   - Measured by mentor and participant engagement metrics.

Alignment with GIA Fund Purposes and Priorities: The Grants in Aid Fund prioritizes programs that address critical community needs, enhance quality of life, and promote equity. KAMP Hawai'i aligns with these priorities by:

- Serving Vulnerable Populations: The program targets at-risk youth, economically disadvantaged individuals, and special needs students, populations that are often underserved and in need of focused support.
- Enhancing Community Engagement: By involving youth mentors and providing culturally relevant programming, the initiative strengthens community ties and fosters inclusivity.
- Building Future Leaders: Through skill-building and mentoring, the program prepares participants to overcome challenges and contribute positively to their communities.

Direct Benefits to the Target Population: The program directly addresses the challenges faced by at-risk youth by providing:

1. Supportive Mentorship: Youth benefit from relatable role models who inspire growth and resilience.
2. Skill Development: Participants gain communication, leadership, and emotional regulation skills, reducing risky behaviors and fostering self-sufficiency.
3. Improved Confidence: Special needs participants experience inclusion and empowerment, enhancing their ability to engage in their communities.

By focusing on measurable outcomes, addressing systemic challenges, and aligning with the Grants in Aid Fund's priorities, KAMP Hawai'i's Grant Activity ensures lasting benefits for its target population and a stronger, more connected community.

3. Provide an action plan to achieve the stated measurable outcomes. If the Grant Activity involves a partnership, provide a description of each partner's role. Must include measurable milestones, specific events, or other performance measures appropriate to achieving the outcomes. *(3,000 character count limit)*

Action Plan to Achieve Measurable Outcomes: KAMP Hawai'i's action plan ensures the successful achievement of stated outcomes through carefully planned milestones, events, and performance measures.

1. In-School Special Needs Instruction:

- Milestones:
  - Conduct 42 monthly community-based instructional sessions across 10 months, serving 420 participants annually.
  - Develop individualized lesson plans tailored to students' needs by month one.
  - Collect pre- and post-session evaluations from teachers and caregivers.
- Specific Events:
  - Monthly instructional sessions held from October 2025 to May 2026.
- Performance Measures:
  - Completion of 90% of planned sessions.
  - Improvements in social skills and emotional regulation assessed through caregiver and teacher evaluations.

2. Youth Mentor Training:

- Milestones:
  - Recruit and enroll 18 youth mentors by March 2026.
  - Conduct mentor training in May 2026, focusing on leadership, communication, and facilitation skills.
  - Certify all participants as trained mentors upon completion of the program.

- Specific Events:
  - Mentor recruitment drive from February to March 2026.
  - Two-day training workshop in May 2026.

- Performance Measures:
  - 100% completion rate for mentor training.
  - High mentor readiness scores on post-training evaluations.

3. Summer Outreach Life Mentoring Program:

- Milestones:
  - Deliver program sessions to 3,200 youth participants during June and July 2026.
  - Design and distribute program materials by April 2026.
  - Facilitate daily workshops on life skills, emotional resilience, and leadership development.

- Specific Events:
  - Kickoff event in early June 2026.
  - Culminating celebration in late July 2026 showcasing participant progress.

- Performance Measures:

- Participation of at least 90% of registered youth.
- Positive feedback from 85% of participants and families through surveys.

4. Youth Mentor Program Delivery:

- Milestones:
  - Deploy 18 trained youth mentors to lead program activities during the summer.
  - Provide ongoing support and supervision for mentors throughout June and July 2026.

- Specific Events:
  - Weekly check-ins with mentors to assess progress and address challenges.

- Performance Measures:
  - Successful completion of 36 mentorship opportunities.
  - High satisfaction scores from mentees and mentors in post-program evaluations.

Monitoring and Evaluation:

- Establish a monitoring framework by October 2025 to track participation rates, session quality, and outcome achievement.
- Conduct quarterly progress reviews to ensure milestones are on track.
- Produce a comprehensive final report summarizing outcomes, lessons learned, and recommendations for future activities.

This action plan ensures a structured approach to achieving KAMP Hawai'i's measurable outcomes, providing at-risk youth with the skills, confidence, and mentorship needed to thrive.

4. Provide a budget narrative that explains how the budget in Section III will achieve the desired outcomes. (*3,000 character count limit)*

KAMP Hawaii is asking for $150,000 for this years City and County of Honolulu's Grant in aid. By allocating resources to key components and ensuring their effective delivery.

To deliver an effective program, it is crucial that KAMP Hawaii hire specialists and coordinators. We prioritize quality staffing to ensure proper mentoring and education for the youth. Investing significantly in youth mentors reflects our strong emphasis on peer-to-peer learning and guidance. They play a key role in reinforcing our program's teachings and connecting with participants.

Our program includes:

- 2 Program Specialists @ .40 FTE for 7 months at $16,800
- 1 Program Assistant @ .35 FTE for 12 Months at $10,500
- 1 Program Coordinator @ 1.0 FTE for 2 months at $7,000
- 2 Program Specialists @ 1.0 FTE for 2 months at $12,000
- 18 Youth Mentors @ 1.0 FTE for 2 months at $ 17,100

Additionally, we provide:

- Fringe benefits for all at 7.65% at $5,493
- Healthcare cost at $11,000

The Executive Director play crucial roles in managing and operating the program. He oversees program implementation, ensures compliance with regulations, and manage communications. Fringe benefits and healthcare costs reflect our commitment to supporting our staff, which leads to better staff retention and performance.

We provide an:

- Executive Director @ .35 FTE for 12 months at $31,500

Additionally, we provide:

- Fringe Benefits for all at 7.5% at $2,410
- Healthcare cost at $2,310.

$12,000 for the Grant Manager is responsible for managing the program's finances, ensuring effective use of funds, and seeking additional funding if necessary.

$3,987 for our program includes: printing materials; supplies; awards; uniforms; and meals to engage participants in various activities. These resources are essential for hands-on learning and recognition of achievements, which boost participant engagement and morale.
This amount will assist in printing 3,500 program reflection sheets, fitness cards, and program resource booklets, program supplies for 3,500 participants, recognition awards for 3,500 participants and site directors and site staff, staff uniforms, staff training supplies, staff recognition, and program meals.

$8,000 is to provide us by renting two passenger vans is crucial to ensure accessibility to the program, especially for participants from low- to moderate-income households.

$1,500 we are investing in staff training, including CPR and First Aid, which is vital to ensure the safety and well-being of participants. Team-building activities and staff recognition enhance staff cohesion and motivation, positively impacting program delivery.

5. Provide a timeline that is complete, realistic and appropriate to achieve the desired outcomes. This timeline should also be reflected in Section IV. *(3,000 character count limit)*

Timeline for KAMP Hawai'i Project

Phase 1: Planning and Preparation (October 2025 – May 2026)

October 2025 – May 2026:

- Conduct In-School Special Needs Instruction sessions monthly, serving 420 participants over 10 months.
- Develop individualized lesson plans by October 2025.
- Begin collecting pre-session evaluations from caregivers and teachers in October 2025, with post-session evaluations ongoing through May 2026.
- Launch monitoring framework by October 2025 to track participation, session quality, and progress toward outcomes.
- Conduct quarterly progress reviews in December 2025 and March 2026.

February – March 2026:

- Execute a recruitment drive for 18 youth mentors to lead summer activities.
- Finalize materials for the Summer Outreach Life Mentoring Program by April 2026.

May 2026:

- Hosting a two-day Youth Mentor Training workshop focused on leadership, communication, and facilitation skills.
- Certify all 18 youth mentors upon program completion.

Phase 2: Program Implementation (June 2026 – July 2026)

June – July 2026:

- Deliver the Summer Outreach Life Mentoring Program to 3,200 youth participants across daily workshops.
- Kickoff event in early June 2026 to launch the program, with ongoing facilitation by youth mentors.
- Weekly mentor check-ins to provide support, address challenges, and assess progress.
- Host a culminating celebration event in late July 2026, showcasing participant achievements and skills development.

Phase 3: Monitoring, Evaluation, and Reporting (August 2026 – September 2026)

August 2026:

- Gather feedback through post-session evaluations, participant surveys, and caregiver/teacher reports.
- Analyze data to measure impact against performance metrics, including mentor readiness, session completion rates, and participant satisfaction.

September 2026:

- Complete a final project report summarizing outcomes, lessons learned, and recommendations for future projects.
- Conduct a stakeholder debriefing session to present findings and celebrate project successes.

This timeline ensures effective planning, execution, and evaluation of KAMP Hawai'i's action plan, aligning activities with milestones and performance measures to achieve the stated outcomes successfully.

C. Provide evidence of the agency's ability to perform the proposed grant activity through past performance, current capacity and/or plan to acquire the capacity to perform.

1. Provide data that demonstrates proven success in offering the same, similar, or related activities to achieve the proposed outcomes. *(3,000 character count limit)*

KAMP Hawaii has successfully delivered the Summer "Pride and Victory" Healthy Lifestyles and Enrichment Program annually for the past 15 years. In 2021 KAMP Hawaii successfully adapted its program to meet all COVID-19 protocols. Due to our positive track record, we have retained consistent partnerships with the majority of park sites we have serviced in the past. Our capacity allows us to service 32 parks, but we have worked with 49 of the 63 total Department of Parks and Recreation park sites since 2007. Additionally, we are fully booked out a year in advance annually and are often approached by new parks that would like us to join their Summer Fun operations.

Below are survey responses from Summer 2007 to 2023 showing the efficacy of our program. 90% of survey respondents are City and County of Honolulu, Department of Parks and

Recreation Site Directors, and 10% are Summer Senior Leaders. From 2007 to 2023, we serviced 42,000 participants from all 9 Council Districts during the summer for an average of 3,800 participants.

Enrichment Day Camp Expectations:
95% of respondents agree that KAMP Hawaii's Life Mentoring Program exceeded their expectations and enhanced their Summer Fun Program with a healthy lifestyle component. The participants gained knowledge in drug prevention education, gang violence, bullying/cyber intimidation and childhood obesity, and learned why it is important to use these five skills in their daily lives: communication, leadership, cooperation, decision making, and teamwork.

Rating of Program Awareness:
100% of the participants had fun with the planned activities, and activities were rated age-appropriate. 85-88% of respondents agree that the messages pertaining to staying drug-free, gangs, bullying and childhood obesity presented by Youth Mentors were clear and appropriate.

Overall Program Response:
100 % of respondents agree that the program is well coordinated and executed. These percentages clearly show that our program is meeting the needs of disadvantaged youth across Oahu communities. The survey also indicates that KAMP Hawaii is consistent in its program delivery, activities and accountability.

Site Director quotes:
"On behalf of the Wai'anae Complex Parks (Nanakuli Beach Park, Ma'ili CP, Pilila'au CP, Waianae DP and Makaha CP) we would like to thank KAMP Hawai'i for coming out to our Summer Fun Program. We truly enjoy what your program has to offer and look forward to seeing you every year (even during this pandemic)." Andrea Quisquirin, C&C of Honolulu, Parks & Recreation Supervisor.

"Awesome! Appreciate you guys for providing program for our older and younger age groups in one day! All 240 kids enjoyed the activities. Thank you!" Christine Shindo, Recreation Director, Mililani District Park

"My kids and staff really enjoy themselves. The hands on activities is perfect for our kids and the drug message are appropriate, Great program! Thank you." Reggie Torres, Laie Summer Fun Supervisor

2. Describe the applicant's capacity to successfully achieve the proposed outcomes.
OR
Provide a plan to acquire the capacity to successfully achieve the proposed outcomes (including how the applicant has acquired similar capacity in the past).

Responses should include organizational knowledge, staffing, fiscal resources, facilities and other resources, stakeholders and relationships, and other relevant resources. *(3,000 character count limit)*

KAMP Hawaii's programs are delivered on a foundation of 18 years of experience as a nonprofit, and 28 years of program experience under the leadership team's belt.

A unique strength of our staffing approach is our Youth Mentors, who are typically student athletes referred to the nonprofit by their coaches, teacher and counselors and the addition of

our Community Based Instructional students. To be selected to work for the summer program, they must have passing grades, a good work ethic, and availability to meet the demands of the mentoring curriculum. They pass on positive skills to summer campers while simultaneously benefiting from the program themselves.

The majority of our Youth Mentors are from low-income neighborhoods, subsidized housing projects, and communities where there is a prevalence of drug and alcohol abuse, and single-parent/guardian households. They represent the same ethnicities and cultural backgrounds as our participants, which allows both the campers and mentors to relate to one another.

The mentors are in touch with the community issues that participants face on a daily basis. Through 18 years of working with Youth Mentors, we have seen that participants listen to these positive role models because they look up to them and tend to relate to the mentors more effectively than traditional authoritative figures.

Staffing our summer program has not been a problem because we have had longstanding relationships with park personnel who are familiar with the program, and we also have a high retention rate of Youth Mentors who return for multiple summers to work throughout their high school careers. They in turn pass on their knowledge and experience to incoming mentors. We have seen many of our mentors go off to college, receive their degrees, and start families as contributing members of society.

Over the years, we have had time to refine and adjust our program delivery, based on feedback from Department of Parks and Recreation Site Directors as well as participant reflection letters. We've also experienced that the children we serve are willing to participate in our activities and talks and are receptive to our curriculum.

KAMP Hawaii's Program Coordinator, Program Specialists, and Youth Mentors are all trained to carry out our low-COPE course activities safely. We also have the budget in place to maintain and replace program equipment, as needed.

Thanks to our successful partnership with the Department of Parks, and Recreation Site Directors, KAMP Hawaii's Board of Directors continues to support the summer program, which remains a highlight of our annual fundraising gala, with a full buy-in from our stakeholders. Going the extra mile to ensure we are successfully delivering the best program possible remains at the heart of everyone involved with KAMP.

D. Describe the applicant's sustainability and/or additional long-term benefit to the community

1. Provide a plan for sustaining and / or expanding activities beyond the applicable grant period. *(2,000 character count limit)*

KAMP Hawaii, with its well-rounded program structure and longstanding partnerships, has a robust track record spanning 17 years. We aim to perpetuate our annual Summer Pride and Victory Healthy Lifestyle and Enrichment Program in the future as well. The management of our programs relies on the funds generated annually from fundraisers, grants, and personal donations.

Our past experience empowers us with organizational expertise to oversee program implementation, manage our resources, and supply necessary materials for our activities. Our future objective is not just to persist with our six annual programs, but also to grow our summer

program in accordance with the needs of fresh park personnel expressing an interest in incorporating our program into their Summer Fun initiatives.

Maintaining our program provides various enduring advantages. KAMP Hawaii cultivates secure spaces for children to interact and build enduring relationships within their community. Our programs not only empower the youth with critical life skills necessary for school, home, and community but also afford job training and employment prospects for our teenage Youth Mentors. The acquired leadership competencies will be of immense benefit to participants and mentors in their future careers as active societal members. Furthermore, our curriculum motivates everyone involved to opt for healthier lifestyle choices, promising future emotional, physical, and economic stability.

Several of our Youth Mentors started as participants, evidence of the significant impact of KAMP Hawaii's program. It is with immense pride that we observe our past participants and mentors graduating college and transforming into active community members, passing on the valuable life skills and knowledge they acquired at KAMP to future generations.

2. Describe the applicant's capacity and resources to carry out the above plan (staffing, funding, etc.) beyond the grant period. *(2,000 character count limit)*

Established in 2005, KAMP has been consistently guided by the same strong leadership team, a key trait that sets us apart and contributes significantly to our success. Notably, this stability extends to our valuable relationships with the Department of Parks and Recreation Site Directors, as these enduring partnerships have also remained constant since our inception.

Our ability to select new Youth Mentors on an annual basis, which we confidently do given the experience and consistency of our leadership team, is vital to our operations. Furthermore, it is this underlying stability that has played a fundamental role in our ability to deliver successful programs, meeting our goals, and enriching the lives of our beneficiaries, year in, year out.

KAMP Hawaii has an excellent and devoted Board of Directors who make it their mission every year to raise the necessary funds required to deliver our summer programs. Our commitment to enriching the lives of Hawaii's at-risk, economically disadvantaged and special needs children guide everything we do. Through various initiatives such as our primary fundraising event - an annual dinner, alongside sourcing additional funds via grants, private foundations, and gifts from generous donors, we have successfully continued to uphold our mission.

The whole team that makes up KAMP Hawaii has a singular focus and determination towards making a difference in the lives of Hawaii's at-risk youth. It is this collective dedication and shared mission that acts as our driving force. We dream of a future where all of Hawaii's children, irrespective of their current circumstances, have the requisite life skills and guidance to realize their dreams and fulfill their true potential. We will keep striving until every child in Hawaii has been given an equal opportunity to succeed and grow into confident, caring, and contributing members of our community.

E. No CITY funds or assistance. The highest consideration will be given to applicants that do not receive other funding or any form of assistance from the CITY. While applicants that receive other funding or assistance from the CITY may apply for Grants in Aid funding, the extent of funding or assistance already received in relation to services provided must be considered prior to awarding Grants in Aid funds. A percentage of the sub-total criteria points will be awarded to Grantees based on the criteria below and the information about past funding / assistance from the CITY that follows.	
The applicant has received no award from the CITY within the last 3 years.	**10%**
The applicant has received 1-2 awards from the CITY within the last 3 years.	**7%**
The applicant has received 3-5 awards from the CITY within the last 3 years.	**5%**
The applicant has received between 6-9 awards from the CITY within the last 3 years.	**3%**
The applicant has received 10 or more awards from the CITY within the last 3 years.	**0%**

GRANTEE RECEIPT OF CITY GRANTS

Identify all CITY grants received by Grantee (or Fiscal Sponsor) in the last three (3) years. Information will be verified by the CITY.

1. Grant Activity Name & Contract #: Pride and Victory Healthy Lifestyle and Enrichment Program, #CT-DCS-2200036
   Grant Period: 10/1/2021 – 9/30/2022 Grant Amount: $117,700
   Grant Purpose: Public – Children
   Grant Activity Status: ☐ Underway ☒ Completed ☐ Canceled
   Administrating Division: Department of Community Services

2. Grant Activity Name & Contract #: Pride and Victory Healthy Lifestyle and Enrichment Program #CT-DCS202500035
   Grant Period: 10/01/2024-09/30/2025 Grant Amount: $150,000
   Grant Purpose: Public – Children
   Grant Activity Status: ☒ Underway ☐ Completed ☐ Canceled
   Administrating Division: Department of Community Services

3. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

4. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____

E. Age Friendly Honolulu (Complete only if applying for the bonus points)
Consideration is to be given to applicants that incorporate the vision and goals of the Age-Friendly Honolulu Program (as codified in ROH Chapter 2, Article 22), including but not limited to (1) enabling residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active; and (2) removing barriers to inclusion for and providing support services to vulnerable residents and/or have physical limitations.

If awarded bonus points for being an Age-Friendly Honolulu project, the Grantee will be subject to additional reporting requirements, including but not limited to name, age, and physical location of seniors being served by the project.

To be eligible for the bonus points as an Age-Friendly Honolulu project an organization must demonstrate the proposal aligns with Age-Friendly Honolulu's priorities by completing the following TWO steps:

1) Go the following website https://www.hiphi.org/age-friendly-honolulu/ to access an Age-Friendly Honolulu training video. The video should be watched by at least one (1) person from the non-profit organization in a leadership position (Executive Director, Administrator, or equivalent). This video will define an "age-friendly city" and explain what types of projects align with the Age-Friendly Honolulu Vision.

2) Complete the section below by selecting which Age-Friendly Honolulu category best fits the activities of your organization and providing a brief description of how your proposal is an Age-Friendly Honolulu project.

☐ Enabling Residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active, particularly at the oldest ages

☒ Providing Kupuna with meaningful roles in the community, including mentors, volunteers, or through intergenerational programming

☐ Removing barriers to support community inclusion and accessibility for persons of all abilities.

3) How is your proposal an Age-Friendly Honolulu Project and explain how your organization can meet the additional reporting requirements if awarded? *(2,000 character count limit*

Kupuna will: offer guidance and resilience-building mentorship; facilitate workshops; create unity, strengthening support networks.

The kupuna provides students guidance and wisdom gained through their own life experiences. They help in teaching and reinforcing leadership; communication; decision making; cooperation; and teamwork skills.
They play a crucial role in our programs in achieving these goals.

Their interactions are integral to the hands-on activities that prepare KAMP Hawaii students for future job readiness and to become quality productive community-minded individuals. They achieve this through mentorship and fostering an environment that values collaboration, critical thinking, and mutual respect. They also provide valuable guidance on various practical and life skills that are necessary for job-readiness and for being responsible community-minded individuals.

This relationship benefits students with experiential learning and may foster a sense of respect and understanding between different generations. They are instrumental in imparting life lessons, wisdom, and practical skills to our students. Their invaluable guidance is based on a wealth of experiences and expertise, which they generously share with our students through mentoring and direct involvement in our hands-on activities.

Additionally, the relationship that forms between our students and the kupuna creates a safe and nurturing environment that contributes to the students' growth and progress. The consistent, positive, and nurturing relationships fostered between our students and their elder mentors provide the emotional support necessary for their personal and social development. It not only promotes respect for the elderly in the community, but it also contributes to our students' development as respectful, caring, and responsible members of society.

Proposal 89

APPENDIX A: TIER II GRANT PROPOSAL (Grants $25,000 to $150,000)
SOLICITATION NO. RGP-DCS-GIA2026

Instructions: The proposal below must be completed in full. Responses must be provided in the fillable boxes provided. Where annotated, the fillable boxes have predetermined maximum limits on character counts. Letters, numbers, punctuation marks, and spaces are included in the character count limits.

SECTION I
SUMMARY

A. Grantee Legal Name:	Kanaka Economic Development Alliance
B. Is Grantee a Fiscal Sponsor?	☒ Yes ☐ No
C. Grant Activity Name:	Developing the Developers

D. Briefly describe the Grantee's background, history (including year established), and mission. *(400 character count limit)*

Established in 2019, our mission is to empower the Native Hawaiian community and improve livelihoods and the life of the land through self-led economic development. We focus on business developer capacity building, managing financial systems, and hosting the Native Hawaiian Business Directory. To date, we've supported seven business development organizations and hundreds of small business owners.

E. Briefly describe the Grant Activity and public need being filled. *(400 character count limit)*

The "Developing the Developers" program enhances the capacity of three nonprofits serving underserved business owners in Oahu's low- to moderate-income areas. By providing evaluation tools, training, and strategic support, the program addresses systemic barriers to economic success, fostering resilience and equitable development.

F. Briefly summarize Grant Activity outcomes and measures of success, including number and description of those served. *(400 character count limit)*

Through "Developing the Developers," we aim to enhance the capacity of 3 nonprofits, benefiting thousands of underserved business owners across Honolulu. Success will be measured by improved collaboration, data-driven strategies, increased funding proposals, and up to $1.92 million in leveraged federal, state, and other resources to empower local businesses.

G. Council District
Check all districts that will benefit from the Grant Activity. Provide the amount requested per district. Amounts must be in whole numbers only.

☒ District 1 $105,000	☒ District 2 $1,400	☒ District 3 $16,600
☒ District 4 $13,000	☒ District 5 $7,000	☒ District 6 $7,000
☐ District 7 $	☐ District 8 $	☐ District 9 $
Total Amount Requested (must be $25,000 to $150,000)	$150,000	

H. Type of Grant Activity (pick ONE category that best reflects the Grant Activity):		
1. Public Services: Projects in this category will support qualified public services and programs for the target populations deemed by the CITY to be most vulnerable.		
☐ A. Public Service – Seniors	☐ B. Public Service - Children	☐ C. Public Service - Disabilities
☐ D. Public Service – Homeless	☐ E. Public Service – Domestic Violence	☐ F. Public Service – Substance Abuse
☐ G. Public Service – Mental Health	☐ H. Public Service – Other (describe):	
2. Arts, Culture, Community/Economic Development, and the Environment: Projects in this category will support the sustainable improvement in the well-being and quality of life of local communities, especially low- to moderate income areas.		
☐ A. Arts	☐ B. Culture	☐ C. Community Development
☒ D. Economic Development	☐ E. Environment	

GRANTEE'S CERTIFICATION AND SIGNATURE

The undersigned, subject to personal liability and penalty under applicable law, certifies that he or she: (i) is authorized to sign this Grant Proposal; (ii) personally prepared or reviewed the matters found in this Grant Proposal (including any related documents/attachments); (iii) asserts all statements made in this Grant Proposal (including all attachments) are true, accurate and complete; (iv) has the requisite skills and knowledge to assert the foregoing certification; and (v) has complied and shall continue to comply with all applicable requirements of Chapter 6, Article 29 of the Revised Ordinances of Honolulu 2021, as amended (Link), regarding private organizations receiving grants of public funds from the City and County of Honolulu.

Signature of Grantee (Fiscal Sponsor) Officer

11.21.24
Date

Printed Name and Title: Kelea Levy
Executive Director

CERTIFICATE OF THE BOARD OF DIRECTORS NO OBLIGATIONS IN ARREARS

The undersigned of the Board ("Grantee") hereby certifies that the Grantee or any principal of the Grantee or sponsored organization (where the Grantee is a Fiscal Sponsor) is not in arrears on any financial or other obligation owed to the City & County of Honolulu, a municipal corporation of the State of Hawaii.

(Signature)

Troy Hanohano
(Print name)

CERTIFICATE OF THE BOARD OF DIRECTORS AUTHORIZATION TO ASSIGN AUTHORITY

The undersigned of the Board ("Grantee") hereby certifies that Kelea Levy (name), Executive Director (title), has been authorized by the Board of Directors to sign proposals, contracts, and related documents on behalf of the Grantee. Accordingly, I hereby assign the authority by the Board to execute proposals, contracts, and contract amendments on behalf of the Grantee, and further certify that the assigned is given the power and authority to do all things necessary to implement, maintain, amend, or renew such contracts, including but not limited to the delegation of signing authority to another employee of the Grantee.

(Signature)

Troy Hanohano
(Print name)

STATE OF HAWAII)
CITY AND COUNTY OF HONOLULU)

On this 20th day of November, 2024, before me appeared Troy Hanohano, personally known to me, who, being by me duly sworn, did say that he/she is the Secretary of Kanaka Economic Development Alliance and that the corporation has no corporate seal, and that said instrument was signed in behalf of said corporation by authority of its Board of Directors, and said Secretary/Officer acknowledged said instrument to be the free act and deed of said corporation.

JENNIFER KOBAYAKAWA NOTARY PUBLIC Comm. No. 13-443 STATE OF HAWAII

Jennifer Kobayakawa
Notary Public, State of Hawaii

My Commission expires: 12/08/2025

JENNIFER KOBAYAKAWA NOTARY PUBLIC Comm. No. 13-443 STATE OF HAWAII

Doc. Date: 11-20-2024 # Pages 1
Name: Jennifer Kobayakawa First Circuit
Doc. Description: Certificate of the Board of Directors - no obligations in arrears/authorization to assign authority

Signature Date
NOTARY CERTIFICATION 11-20-2024

SECTION II
GRANT ACTIVITY INFORMATION

A. Describe how the community need, stated problem/issue, and target population are effectively validated. The description must include how the public services' target population is vulnerable or how the arts, culture, community/economic development, or environmental activities will especially support low- to moderate-income areas.

1. Provide substantive data and other qualifying information to demonstrate how the problem/issue impacts the target population and is a community priority that needs to be addressed. *(5,000 character count limit)*

The **"Developing the Developers"** program addresses a critical need in the City and County of Honolulu's low- to moderate-income areas by enhancing the capacity of nonprofits that provide business development services to underserved business owners. These individuals face systemic barriers to economic success, including limited access to resources, financial literacy gaps, and structural inequities.

Validated Community Need and Target Population Vulnerability
The target population for this program consists of underserved business owners who are disproportionately located in economically disadvantaged areas of Oahu. Data collected from beneficiaries served by these nonprofits in the two years before this proposal provides an estimate of the individuals and businesses impacted by their services. This population includes:

- **Minority-Owned Businesses**: 65% of surveyed businesses, including Native Hawaiian and Pacific Islander entrepreneurs, who often face systemic barriers to accessing capital and support.
- **Women-Owned Businesses**: Representing 55% of respondents, these businesses highlight the need for gender-equitable access to resources.
- **Veteran-Owned Businesses**: 10% of respondents face unique challenges transitioning into civilian entrepreneurship.
- **Businesses in Rural and Disadvantaged Areas**: 20% operate in rural areas, while 35% are located in economically disadvantaged neighborhoods, emphasizing a need for place-based support strategies.

Surveys conducted with the target population revealed:

- **Economic Vulnerability**: 52% of business owners earned less than $24,999 annually from their businesses, and 74% earned less than $74,999, with 65.5% relying on their businesses as their primary source of income.
- **Geographic Distribution**: The majority of underserved business owners are concentrated in District 1 (68.52%), followed by District 3 (11.11%) and District 4 (8.33%), with smaller percentages in other districts. This highlights the importance of focused efforts in these areas.

Impact of the Problem on the Target Population
The systemic barriers faced by these business owners result in:

1. **Economic Disparities**: Low earnings and financial instability hinder their ability to scale operations and compete in the market.
2. **Access Challenges**: Limited access to affordable capital, mentorship, and skill development opportunities further exacerbate their vulnerability.
3. **Underutilization of Community Potential**: Without adequate support, these businesses struggle to contribute fully to local economic growth and job creation.

Community Priority and Relevance

Addressing these challenges aligns with broader economic development priorities by:

- **Promoting Equity**: Strengthening minority-owned and women-owned businesses fosters inclusivity and reduces economic disparities.
- **Encouraging Sustainability**: Supporting business resilience directly contributes to community-wide economic sustainability.
- **Driving Local Growth**: Empowering underserved businesses boosts job creation and economic activity in low- to moderate-income areas.

Data-Driven Validation

The program's design is informed by substantive data collected over the past two years from the nonprofits' beneficiaries:

- Surveys confirm the economic challenges faced by the target population, including low revenue and limited access to capital.
- Geographic distribution data highlights concentrated need in specific districts, emphasizing the importance of targeted interventions.
- Participant feedback underscores the demand for enhanced nonprofit services, such as data-driven decision-making, curriculum development, and funding support.

How the Program Supports Low- to Moderate-Income Areas

The **"Developing the Developers"** program provides direct support to nonprofits serving these vulnerable business owners, enhancing their ability to:

- **Deliver Impactful Services**: Providing data-driven evaluation frameworks and curricula to address skill gaps and operational challenges.
- **Secure Additional Resources**: Leveraging in-kind contributions to attract up to $1,920,000 in federal, state, and other funds for deployment in these communities.
- **Foster Collaboration**: Facilitating partnerships among nonprofits to optimize strategies and amplify their collective impact.

This comprehensive approach ensures that underserved business owners in Oahu's low- to moderate-income areas receive the support they need to thrive, contributing to equitable economic development across the region.

B. Describe the proposed plan

1. Provide a description of the Grant Activity. This description will be used as the scope of services in the contract. Describe why you chose this Grant Activity and how it will effectively address the community's problem / need. *(3,000 character count limit)*

Description of the Grant Activity

The "Developing the Developers" program provides capacity-building and evaluation support to three nonprofits serving underserved business owners in Oahu's low- to moderate-income communities. The program strengthens these nonprofits' ability to deliver impactful business development programs, optimize strategies, and secure additional funding to expand their reach and effectiveness.

Key Services Include:

1. **Centralized Evaluation Services**: Developing a shared evaluation framework and data repository to pool economic data, identify service gaps, and improve delivery outcomes.

2. **Capacity-Building Support**: Delivering curriculum development and advanced data analysis to help nonprofits refine training and operational strategies.
3. **Collaboration Facilitation**: Enhancing cooperation among the three nonprofits to address shared challenges, align resources, and amplify impact.
4. **Resource Leverage**: Providing in-kind services valued at $480,000 to attract up to $1,920,000 in additional funding to support underserved business owners.

Why This Grant Activity Was Chosen
This activity addresses systemic barriers faced by underserved business owners, including limited access to funding, insufficient business development support, and inadequate use of data for decision-making. By strengthening the capacity of nonprofits, the program creates a multiplier effect, generating broader and sustainable community impact.

- **Community Need**: Surveys show 52% of business owners earn less than $24,999 annually, with 65.5% relying on their businesses as their primary income. This demonstrates the critical need for enhanced business support services to improve financial stability.
- **Geographic Focus**: A significant portion of businesses are concentrated in economically disadvantaged areas, particularly District 1 (68.52%), emphasizing the need for targeted, equity-driven interventions.
- **Nonprofit Capacity Gaps**: Participating nonprofits face challenges in leveraging data, securing funding, and optimizing programs. Addressing these gaps improves their ability to meet the needs of underserved business owners.

How This Grant Activity Addresses the Community's Problem/Need
The "Developing the Developers" program delivers a data-driven solution to empower nonprofits and their beneficiaries. Key outcomes include:

1. **Improved Service Delivery**: Tailored training and tools enable nonprofits to better address business owners' needs, ensuring effective program outcomes.
2. **Increased Funding**: Enhanced capacity for resource acquisition amplifies available support for underserved communities.
3. **Collaborative Impact**: Strengthened partnerships among nonprofits foster synergies to drive economic equity and growth.

By equipping nonprofits with tools, resources, and support, this program addresses systemic barriers, fostering long-term economic resilience and prosperity in Oahu's underserved communities.

2. Provide measurable outcomes, describe how outcomes are aligned with the purposes and priorities of the Grants in Aid Fund, and describe how outcomes directly benefit the target population. *(3,000 character count limit)*

Public Services should begin with a statement of the number of individuals that the Grant Activity will directly benefit during the Grant Term.

Arts, Culture, Community/Economic Development or Environment should begin with a statement as to how the Grant Activity supports the sustainable improvement in the well-being and quality of life of local communities, especially low to moderate income areas.

Measurable Outcomes

The "Developing the Developers" program addresses the Economic Development Priority and supports sustainable improvements in the well-being and quality of life in Oahu's low- to moderate-income areas. By enhancing the capacity of nonprofits serving underserved business owners, this program addresses systemic barriers, fosters economic growth, and improves access to critical resources. These outcomes align with the Grants in Aid Fund's focus on community development and equity.

1. Capacity Building and Service Delivery Improvements:

- Three nonprofits will adopt a centralized evaluation framework to optimize service delivery.
- 100% of nonprofit staff trained will demonstrate increased proficiency in evaluation tools and data analysis.
- Customized training curricula will be developed for each nonprofit to address the needs of underserved business owners.

2. Foundational Support for Economic Impact:

- Nonprofits will gain the tools, data, and curricula needed to enhance services, creating long-term improvements in business outcomes.
- Participating nonprofits will report increased readiness to address systemic barriers, driving lasting community impact.

3. Resource Leveraging and Funding:

- $480,000 in in-kind support will secure up to $1,920,000 in additional federal, state, and other funding.
- At least two new collaborative funding proposals will be submitted using the tools and data provided.

4. Collaborative Initiatives:

- Launch of at least one collaborative initiative among nonprofits to address shared challenges and amplify impact.
- Creation of a shared data repository offering actionable insights into economic conditions and outcomes for underserved business owners.

Alignment with the Grants in Aid Fund

The program aligns with the Grants in Aid Fund by prioritizing community development in low- to moderate-income areas:

- **Equity in Resource Allocation**: Focuses on economically disadvantaged areas like District 1, representing 68.52% of the underserved population.
- **Economic Well-Being**: Fosters sustainable business growth, improving financial stability and resilience for underserved business owners.

- **Collaboration**: Promotes partnerships among nonprofits to enhance resource efficiency and broad-reaching impact.

Direct Benefits to the Target Population

- **Improved Nonprofit Capacity**: Enhanced tools and training will enable nonprofits to better serve underserved business owners.
- **Strategic Resource Alignment**: Nonprofits will target resources and funding to address the most pressing needs in low- to moderate-income communities.
- **Community Growth and Stability**: While immediate business improvements may not be measurable during the grant period, the program will establish a foundation for sustainable growth, job creation, and economic resilience over time.

Through these outcomes, the "Developing the Developers" program empowers nonprofits to create long-term pathways to economic equity and sustainability in Oahu's underserved communities.

3. Provide an action plan to achieve the stated measurable outcomes. If the Grant Activity involves a partnership, provide a description of each partner's role. Must include measurable milestones, specific events, or other performance measures appropriate to achieving the outcomes. *(3,000 character count limit)*

Action Plan

The "Developing the Developers" program will be implemented through a structured 12-month plan in partnership with three nonprofits, focusing on enhancing their capacity to serve underserved business owners in Oahu's low- to moderate-income areas.

Phase 1: Program Launch and Assessments (Months 1–2)
Activities:

- Conduct orientation sessions to align partners on objectives, roles, and timelines.
- Assess nonprofits' current capacity, including evaluation practices and service gaps.
- Collect baseline data on business owners, focusing on economic conditions and barriers.

Milestones:

- Completion of assessments and baseline data collection.
- Tailored capacity-building plans created for each nonprofit.

Phase 2: Evaluation Tools and Data Repository (Months 3–4)
Activities:

- Develop a centralized evaluation framework to standardize metrics.
- Build a shared data repository to pool economic and program data.
- Train nonprofit staff to use the framework and repository.

Milestones:

- Evaluation framework launched and repository populated.

- Staff training completed.

Phase 3: Capacity Building and Strategic Support (Months 5–8)
Activities:

- Deliver tailored training curricula for underserved business needs.
- Provide advanced data analysis to support strategic planning and funding proposals.
- Facilitate collaboration sessions among nonprofits to address shared challenges.

Milestones:

- Customized training delivered to all nonprofits.
- Submission of at least two collaborative funding proposals.
- Launch of one collaborative initiative.

Phase 4: Monitoring, Evaluation, and Reporting (Months 9–12)
Activities:

- Evaluate progress on key performance indicators (KPIs).
- Track nonprofits' adoption of tools and strategies.
- Share results with stakeholders at a program wrap-up event.

Milestones:

- Completion of program evaluations and final report.
- Stakeholder presentation of findings.

Roles and Responsibilities

1. **Lead Organization**: Oversees coordination, develops tools and curricula, and provides training.
2. **Participating Nonprofits**: Implement tools, collect data, and participate in training and collaboration.
3. **Community Stakeholders**: Provide feedback and refine service delivery approaches.

Performance Measures

- 100% of nonprofits adopt the evaluation framework and data repository.
- Launch of one collaborative initiative among nonprofits.
- All nonprofit staff report improved proficiency in new tools and curricula.
- Submission of at least two funding proposals leveraging program data.

This plan ensures the program meets its measurable outcomes within the grant period, establishing a foundation for long-term economic growth in underserved communities.

4. Provide a budget narrative that explains how the budget in Section III will achieve the desired outcomes. (*3,000 character count limit)*

The $150,000 budget for the "Developing the Developers" program is designed to align resources with key goals: building nonprofit capacity, generating actionable insights, and creating sustainable impacts for underserved business owners. Each budget category directly supports the project's desired outcomes:

1. Personnel Costs: $108,496
Personnel costs cover two staff members working 0.5 FTE each:

- **Project Director** ($54,248): Leads project oversight, reporting, kickoff meetings, training, technical support, strategic planning, curriculum development, advanced training, proposal support, sustainability plans, and stakeholder meetings.
- **Technical Director** ($54,248): Develops data frameworks, surveys, dashboards, analysis reports, evaluation reports, and gathers feedback.

This ensures experienced personnel deliver services central to achieving project outcomes.

2. Fringe Benefits: $24,998

Fringe benefits ensure staff retention and well-being:

- Payroll Taxes (FICA 7.65%, HI-SUI 1.21%): $9,613.
- Health Insurance: $11,640 (prorated for 0.5 FTE).
- Retirement Contributions (3% match): $3,255.

This supports the consistent delivery of project activities.

3. Professional and Contractual Services: $5,006

- **Payroll Services**: $1,506 ensures accurate payroll management.
- **Software Support Services**: $3,500 for database assistance, enabling efficient data management and reporting.

These services directly support operational efficiency and project success.

4. Other Costs: $11,500

- **Program Activity Supplies: Software Subscriptions**
  - Alchemer ($6,300): Ensures effective survey deployment and data collection.
  - Tableau ($1,800): Enables nonprofits to visualize and strategize using data.
  - Coefficient ($2,400): Automates data syncing across systems.
- **Office Supplies**: $1,000 for consumables supporting daily activities.

This category equips the project with tools to deliver technical and operational objectives effectively.

Achieving Project Outcomes

The budget is structured to meet the program's outcomes:

1. **Building Nonprofit Capacity**: Personnel expertise and training enable nonprofits to enhance services for underserved business owners.
2. **Generating Actionable Insights**: Advanced software and technical support ensure nonprofits access real-time data for better decision-making.
3. **Sustaining Impact**: Sustainability plans and stakeholder engagement ensure long-term benefits beyond the grant period.
4. **Empowering Underserved Communities**: By improving nonprofit services, the project creates lasting opportunities for business owners.

Total Budget: $150,000

This allocation ensures nonprofits gain the tools, training, and support needed to improve their capacity and create sustainable impacts in their communities.

5. Provide a timeline that is complete, realistic and appropriate to achieve the desired outcomes. This timeline should also be reflected in Section IV. *(3,000 character count limit)*

Timeline

This 12-month timeline provides a structured plan to achieve the "Developing the Developers" program's goals and measurable outcomes, highlighting key phases, milestones, and activities.

Months 1–2: Program Launch and Assessments
Activities:

- Conduct orientation sessions to align partners on program objectives, roles, and responsibilities.
- Assess each nonprofit's capacity, identifying gaps in evaluation practices, curriculum, and service delivery.
- Collect baseline data on underserved business owners to inform activities.

Milestones:

- Capacity assessments and baseline data collection completed.
- Customized capacity-building plans developed.

Months 3–4: Evaluation Tools and Data Repository Development
Activities:

- Design and implement a centralized evaluation framework.
- Build a shared data repository for tracking outcomes and strategic planning.
- Train nonprofit staff to use the framework and repository.

Milestones:

- Evaluation framework deployed and repository populated with initial datasets.
- Staff trained in using new tools.

Months 5–8: Capacity Building and Strategic Support
Activities:

- Develop and deliver tailored curricula for nonprofits to address underserved business needs.
- Provide training sessions to improve service delivery and strategic planning.
- Facilitate collaboration among nonprofits to identify shared challenges and solutions.
- Support nonprofits in submitting funding proposals using in-kind services and program data.

Milestones:

- Curricula delivered to nonprofits.
- Two training sessions per nonprofit completed.
- One collaborative initiative launched.
- Two funding proposals submitted.

Months 9–12: Monitoring, Evaluation, and Reporting
Activities:

- Conduct final evaluations to measure the effectiveness of tools, curricula, and collaboration efforts.
- Track progress on key performance indicators (KPIs), such as readiness to serve underserved businesses.
- Prepare and submit a comprehensive final report.
- Host a program wrap-up event to share results with stakeholders.

Milestones:

- Final program evaluations completed.
- Comprehensive report submitted.
- Wrap-up event successfully held.

Summary of Timeline:

- **Months 1–2**: Program launch, assessments, baseline data collection → Capacity assessments and plans completed.
- **Months 3–4**: Develop evaluation tools and data repository → Framework deployed, repository populated, staff trained.
- **Months 5–8**: Capacity building, collaboration, funding proposal development → Curricula delivered, initiatives launched.
- **Months 9–12**: Final evaluations, reporting, program wrap-up → Final report submitted, wrap-up event held.

This timeline ensures all activities are realistically paced and directly aligned with achieving the program's measurable outcomes, fostering meaningful and lasting impact for underserved business owners and their communities.

C. Provide evidence of the agency's ability to perform the proposed grant activity through past performance, current capacity and/or plan to acquire the capacity to perform.

1. Provide data that demonstrates proven success in offering the same, similar, or related activities to achieve the proposed outcomes. *(3,000 character count limit)*

From 2021 to 2024, our organization successfully completed a project funded by the Administration for Native Americans (ANA) focused on building capacity to ethically and securely gather, store, and report sensitive financial data across multiple organizations. We collaborated with five business development organizations and engaged with 124 business owners to test and refine surveys aligned with ethical standards and community needs.

We implemented multiple secure data collection and storage tools and developed a comprehensive community engagement plan, including internal and external policies to guide ethical data practices. These efforts built trust, safeguarded sensitive information, and supported transparency with stakeholders. This work improved partner organizations' capacity for strategic decision-making, addressing service gaps, and fostering collaboration.

Additional Evidence of Success:

- We piloted an "open office" initiative, providing cash forecasting plan consultations to 26 businesses, enabling many to successfully apply for loans and credit lines.
- We developed and piloted two packaged curriculum courses implemented through one of our partner programs, benefiting over 225 businesses and addressing gaps in financial management training.
- During the COVID-19 pandemic, we conducted a 6-month pilot on credit repair for 10 businesses, improving access to capital and helping them scale operations.
- In 2020, we launched the Business Directory, now hosting 145 certified businesses. To elevate these businesses, we published 21 profiles in our "Talk Story" blog series, sharing their startup stories, challenges, and goals.

Capacity-Building for Partner Organizations: Between 2020 and 2024, we intensively supported seven business development firms by enhancing their financial management, strategic planning, and operational systems. We built grant management systems, implemented software solutions, trained staff, and supported their efforts to secure capital for their participants. These activities enhanced their organizational capacity, making them more effective and sustainable.

This proven track record demonstrates our ability to achieve meaningful outcomes and deliver scalable, sustainable solutions. The systems, tools, and methods developed during our ANA project, combined with our broader programmatic successes, directly align with the goals of "Developing the Developers" and position us to execute the proposed activities effectively.

2. Describe the applicant's capacity to successfully achieve the proposed outcomes.
OR
Provide a plan to acquire the capacity to successfully achieve the proposed outcomes (including how the applicant has acquired similar capacity in the past).

Responses should include organizational knowledge, staffing, fiscal resources, facilities and other resources, stakeholders and relationships, and other relevant resources. *(3,000 character count limit)*

Our organization is well-equipped to achieve the proposed outcomes of this grant due to its demonstrated organizational knowledge, skilled staff, robust fiscal resources, advanced facilities, and strong stakeholder relationships.

1. Organizational Knowledge
We have established policies and procedures for data collection, management, and reporting, refined through years of practical application. Our experience managing the $600,000 ANA-funded initiative highlights our ability to implement complex, multi-stakeholder projects and achieve measurable outcomes. Our capacity-building efforts and expertise in financial and operational systems directly align with this project's objectives.

2. Staffing
Our team includes experienced professionals skilled in database development, data syncing systems, and visual data reporting. The Project Director, with 22 years of financial management and business development experience, provides seasoned leadership, while the Technical Director specializes in data frameworks, dashboards, and evaluation reports. Together, they ensure seamless alignment of staff expertise with project goals.

3. Fiscal Resources
Our successful management of the ANA-funded project demonstrates our ability to comply with grant requirements and maximize impact. Rigorous financial management systems ensure proper allocation, tracking of funds, and adherence to compliance standards, bolstered by regular audits.

4. Facilities and Tools
We utilize advanced tools such as Alchemer for surveys, Tableau for data visualization, and Coefficient for automated data syncing, enabling efficient management of sensitive information. Our office facilities and adaptable methodologies support staff and stakeholder needs, ensuring effective implementation.

5. Stakeholders and Relationships
Strong partnerships with five business development organizations provide a foundation for collaboration. These trusted relationships, along with engagement from volunteer mentors and subject-matter experts, will amplify the impact of grant activities.

6. Additional Resources
We will leverage our Business Directory, now hosting 145 certified businesses, and our Talk Story blog, which features 21 business profiles. These platforms enhance visibility and connections for entrepreneurs, supporting the proposed objectives.

In Summary
Our proven expertise, skilled team, advanced tools, and strategic relationships position us to execute "Developing the Developers" effectively. With a strong track record of managing large-scale projects and achieving impactful outcomes, we are confident in our ability to meet the proposed objectives and create meaningful change.

D. Describe the applicant's sustainability and/or additional long-term benefit to the community

1. Provide a plan for sustaining and / or expanding activities beyond the applicable grant period. *(2,000 character count limit)*

Plan for Sustaining Activities

The "Developing the Developers" program ensures lasting benefits by equipping nonprofits with sustainable tools, strategies, and resources to continue serving underserved business owners beyond the grant period.

1. Integration of Tools and Frameworks

- The evaluation framework and data repository will be fully integrated into nonprofits' activities.
- Staff training ensures tools are used for data-driven decision-making and program optimization.

2. Building Capacity for Growth

- Customized curricula and strategies will empower nonprofits to address evolving needs effectively.
- Advanced data analysis and planning skills developed during the program will support sustained impact.

3. Leveraging Additional Resources

- Two collaborative funding proposals submitted during the grant will position nonprofits to secure future funding.
- In-kind services valued at $480,000 will attract up to $1,920,000 in additional funding.

4. Strengthening Collaboration

- Partnerships formed during the program will enable nonprofits to share resources and amplify their collective impact.
- Collaborative initiatives will set a model for ongoing cooperation to address shared challenges.

Community Benefits

- **Economic Resilience**: Nonprofits equipped with sustainable tools will foster growth and resilience for underserved business owners.
- **Improved Opportunities**: Enhanced nonprofit capacity will expand access to resources, training, and mentorship, creating jobs and strengthening communities.
- **Scalability**: Tools and methods can be expanded to support more nonprofits and communities, increasing regional impact.

By equipping nonprofits with the tools and resources to thrive, this program ensures its impact will extend far beyond the grant period, driving sustainable economic development across Oahu.

2. Describe the applicant's capacity and resources to carry out the above plan (staffing, funding, etc.) beyond the grant period. *(2,000 character count limit)*

Our organization is well-positioned to sustain and expand the proposed activities of "Developing the Developers" beyond the grant period through robust capacity and strategic resources.

1. Staffing:
Our team includes experts in business development, database management, and data analysis, with specialized training from past projects, including the ANA-funded initiative. The Project Director, with 22 years of financial management and business development experience, will continue to provide leadership, ensuring long-term success. We also maintain access to a network of consultants and trainers to meet future demands.

2. Funding:
We have a strong record of securing diverse funding sources, including federal grants and program fees. This project's outcomes, demonstrated through refined data and evaluation tools, will position us to attract additional funding. The in-kind value of services ($480,000) is projected to leverage up to $1.92 million in federal, state, and private funds, ensuring financial sustainability.

3. Infrastructure:
We utilize advanced tools for data collection, storage, and reporting, ensuring seamless operation and scalability. These tools will be regularly updated to address evolving needs.

4. Partnerships:
Strong partnerships with local business development organizations and stakeholders provide opportunities for collaboration and resource sharing. These relationships are key to sustaining the initiative and aligning with community needs.

5. Institutional Knowledge:
Policies and procedures developed during previous projects are institutionalized within our organization, ensuring consistency, scalability, and sustainability of activities.

By combining our skilled workforce, financial planning, and established partnerships, we are confident in sustaining and expanding the outcomes of "Developing the Developers" for the benefit of underserved communities.

E. No CITY funds or assistance.
The highest consideration will be given to applicants that do not receive other funding or any form of assistance from the CITY. While applicants that receive other funding or assistance from the CITY may apply for Grants in Aid funding, the extent of funding or assistance already received in relation to services provided must be considered prior to awarding Grants in Aid funds.

A percentage of the sub-total criteria points will be awarded to Grantees based on the criteria below and the information about past funding / assistance from the CITY that follows.

The applicant has received no award from the CITY within the last 3 years.	**10%**
The applicant has received 1-2 awards from the CITY within the last 3 years.	**7%**
The applicant has received 3-5 awards from the CITY within the last 3 years.	**5%**
The applicant has received between 6-9 awards from the CITY within the last 3 years.	**3%**
The applicant has received 10 or more awards from the CITY within the last 3 years.	**0%**

GRANTEE RECEIPT OF CITY GRANTS

Identify all CITY grants received by Grantee (or Fiscal Sponsor) in the last three (3) years. Information will be verified by the CITY.

1. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

2. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

3. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled
   Administrating Division: _____

4. Grant Activity Name & Contract #: _____
   Grant Period: _____ Grant Amount: _____
   Grant Purpose: _____
   Grant Activity Status: ☐ Underway ☐ Completed ☐ Canceled

E. Age Friendly Honolulu (Complete only if applying for the bonus points)
Consideration is to be given to applicants that incorporate the vision and goals of the Age-Friendly Honolulu Program (as codified in ROH Chapter 2, Article 22), including but not limited to (1) enabling residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active; and (2) removing barriers to inclusion for and providing support services to vulnerable residents and/or have physical limitations.

If awarded bonus points for being an Age-Friendly Honolulu project, the Grantee will be subject to additional reporting requirements, including but not limited to name, age, and physical location of seniors being served by the project.

To be eligible for the bonus points as an Age-Friendly Honolulu project an organization must demonstrate the proposal aligns with Age-Friendly Honolulu's priorities by completing the following TWO steps:

1) Go the following website https://www.hiphi.org/age-friendly-honolulu/ to access an Age-Friendly Honolulu training video. The video should be watched by at least one (1) person from the non-profit organization in a leadership position (Executive Director, Administrator, or equivalent). This video will define an "age-friendly city" and explain what types of projects align with the Age-Friendly Honolulu Vision.

2) Complete the section below by selecting which Age-Friendly Honolulu category best fits the activities of your organization and providing a brief description of how your proposal is an Age-Friendly Honolulu project.

☐ Enabling Residents of all ages to actively participate in activities that keep them socially engaged, healthy, and active, particularly at the oldest ages

☐ Providing Kupuna with meaningful roles in the community, including mentors, volunteers, or through intergenerational programming

☐ Removing barriers to support community inclusion and accessibility for persons of all abilities.

3) How is your proposal an Age-Friendly Honolulu Project and explain how your organization can meet the additional reporting requirements if awarded? *(2,000 character count limit)*