

House District: 51

Senate District: 25

THE TWENTY-FOURTH LEGISLATURE  
HAWAII STATE LEGISLATURE  
APPLICATION FOR GRANTS & SUBSIDIES  
CHAPTER 42F, HAWAII REVISED STATUTES

Log No: 117-C

For Legislature's Use Only

Type of Grant or Subsidy Request:

GRANT REQUEST - OPERATING

GRANT REQUEST - CAPITAL

SUBSIDY REQUEST

"Grant" means an award of state funds by the legislature, by an appropriation to a specified recipient, to support the activities of the recipient and permit the community to benefit from those activities.

"Subsidy" means an award of state funds by the legislature, by an appropriation to a recipient specified in the appropriation, to reduce the costs incurred by the organization or individual in providing a service available to some or all members of the public.

"Recipient" means any organization or person receiving a grant or subsidy.

STATE DEPARTMENT OR AGENCY RELATED TO THIS REQUEST (LEAVE BLANK IF UNKNOWN):

STATE program i.d. no. (LEAVE BLANK IF UNKNOWN):

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:  
Hui Malama i ke Kai Foundation  
Dba: same

Street Address: 41-1537 Kalaniana'ole Hwy, Suite  
201B, Waimanalo, HI 96795

Mailing Address: same

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name MICHAEL HIKALEA AND/OR KATHY MORRIS

Title Chairman of the BOD/Comm. Dev. Specialist

Phone # 808-428-6360/808-258-6717

Fax # TBA

e-mail

hikalea001@hawaii.rr.com/kathynhawaii@yahoo.com

3. TYPE OF BUSINESS ENTITY:

- NON PROFIT CORPORATION
- FOR PROFIT CORPORATION
- LIMITED LIABILITY COMPANY
- SOLE PROPRIETORSHIP/INDIVIDUAL

7. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

The HMK Foundation is seeking a total of \$100,000 in 08-09 GIA funding to support beginning construction/renovation on a permanent site to house the HMK Program/Foundation (phase two) and to continue to develop a strategic plan in cooperation with other Waimanalo community-based programs to create a Waimanalo "youth center" at the site.

4. FEDERAL TAX ID #

5. STATE TAX ID #

6. SSN (IF AN INDIVIDUAL): N/A

8. FISCAL YEARS AND AMOUNT OF STATE FUNDS REQUESTED:

FY 2008-2009 \$60,000

9. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

- NEW SERVICE (PRESENTLY DOES NOT EXIST)
- EXISTING SERVICE (PRESENTLY IN OPERATION)

SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE AT THE TIME OF THIS REQUEST:

STATE \$ \_\_\_\_\_  
FEDERAL \$ \_\_\_\_\_  
COUNTY \$ \_\_\_\_\_  
PRIVATE/OTHER \$7,000

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[Redacted Signature]

MICHAEL HIKALEA, CHAIRMAN OF THE BOD

JANUARY 30,

2008

AUTHORIZED SIGNATURE

NAME & TITLE

DATE SIGNED

## Table of Contents

<b>I.</b>	<b>Background and Summary</b>	
	a. Foundation and Program Background.....	2
	b. Goals and Objectives of Proposed Project.....	6
	c. Public Purpose and Need, Target Population, Geographic Coverage .....	8
	d. Community Benefits.....	13
<b>II.</b>	<b>Service Summary and Outcomes</b>	
	a. Scope of Work, Task and Responsibilities .....	14
	b. Projected Annual Timeline .....	17
	c. Quality Assurance and Evaluation of Proposed Services .....	18
	d. Measures of Effectiveness.....	21
<b>III.</b>	<b>Financial</b>	
	a. Budget Forms .....	23
	b. Quarterly Funding Requirements.....	24
<b>IV.</b>	<b>Experience and Capability</b>	
	a. Necessary Skills and Experience.....	24
	b. Facilities.....	25
<b>V.</b>	<b>Personnel: Project Organization and Staffing</b>	
	a. Proposed Staffing, Staff Qualifications, Supervision and Training .....	26
	b. Organization Chart .....	28
<b>VI.</b>	<b>Other</b>	
	a. Litigation.....	28
	b. Licensure or Accreditation.....	28
<b>VII.</b>	<b>Attachments</b>	
	a. Budget Justification	
	b. Declaration Statement	

## **Application for Grants and Subsidies**

### **I. Background and Summary**

#### **A. Foundation and Program Background**

The Hui Malama i ke Kai Foundation (HMK Foundation) is a Waimanalo community-based non-profit organization, incorporated and receiving 501(c)3 status in 2004, created to sustain, secondarily in the present and primarily long-term, the Hui Malama o ke Kai (HMK) program. The HMK Foundation has an active volunteer Board of voting directors and members made up of program founders, Waimanalo community members, past program directors, past members of the HMK Hui Makua, representatives of community partner organizations and program volunteers. Four additional seats are reserved for non-voting “advisors” to the Board, two for program founders that are still current program staff members and two rotational advising seats for current program parents/representatives of the Hui Makua. The HMK Foundation has contracted a Community Development Specialist to assist in the creation of a long-term strategic and funding plan for the HMK Foundation in support of the HMK Program and as well as other programs serving the youth of Waimanalo and the Community of Waimanalo as a whole. In addition to continuing the contracted Community Development Specialist position, the HMK Organization will be seeking funds to hire a full-time Executive Director for the HMK Organization in 08-09.

The Hui Malama o Ke Kai program is a Waimanalo community-based after-school program started by concerned community members of Waimanalo in 1998. Run by Waimanalo community volunteers during its first year of operations, the program was funded out of a Family and Community Violence Prevention Program grant from the Office of Minority Health from 1999 until 2003. The U.S. Department of Education, Office of Safe and

Drug-Free Schools Program for Native Hawaiians and the Native Hawaiian Education Program currently primarily fund the Hui Malama o ke Kai program. Both of these federal grants are currently administered by the University of Hawaii, John A. Burns School of Medicine, Office of Public Health Studies. Support from these federal grants come to completion, simultaneously, on June 30, 2008. Throughout its nine year history, the HMK Program/Foundation has been very successful in securing additional funding from the Kailua Bay Advisory Council in support of program activities, the Hawaii Community Foundation in support of development of a Board of Directors and non-profit status, Asian Pacific Island Youth Violence Prevention Center in support of curriculum development, Kosasa Family Fund/ABC Stores for general support, Queen Lili'uokalani Children's Center in support of program activities, PREL in support of program activities, Sydney Stern in support of study skills, Kai Makana for general support, Department of Human Services in support of HMK's Strengthening the Families Project, Okumura Family Fund in support of HMK's Wellness Project, Atherton Family Foundation in support of capacity building, Kamehameha Schools in support of HMK's tutorial program, Central Pacific Bank in support of the Opio Junior Leadership Program and the Vitalogy/Wishlist Foundations in support of the HMK Site Project. The HMK Program was also awarded the notable HMSA Ola Pono award for drug and violence prevention in Hawaii in 2003. The annual award is given by the Attorney General's office, the Lieutenant Governor, Coalition for a Drug-Free Hawaii, Pacific Resources for Education and Learning, and the Hawai'i Medical Service Association to an organization that successfully addresses drugs and violence in Hawaiian communities.

The name of the program, Hui Malama o ke Kai (the caring group from the ocean), was chosen by students in the program's first year. The youth chose the word *malama* (to take care of) because it was the concept that they embraced the most—not only malama the ocean, but also

to malama the *'aina* (land), to malama the *'ohana* (family), and to malama themselves. The ocean at Waimanalo is within blocks of most of the community and is an integral part of the lifestyles of many of the residents. Building on this asset of the Waimanalo community, the HMK Program uses the ocean to teach students about and have them experience traditional Native Hawaiian culture and provide them with activities that promote critical thinking, teamwork, cooperation, relaxation, and wellness. In Hawaiian culture, everything is connected to everything else, thus, the program's curriculum explores the traditional Hawaiian *ahupua'a* – mountain, land and ocean - and all that is interconnected within while connecting each learning experience to a traditional Hawaiian value. While students are learning about and experiencing the *wa'a* (canoe) and navigation they will also be learning about *kaohi iho* (self control/discipline). While students are learning about and experiencing working in the *lo'i*, they will also be learning about *laulima* (cooperation). When they are studying reef life they will also learn about *lokahi* (harmony/balance).

Hui Malama o ke Kai (HMK) is a truly unique after school program servicing approximately 40, primarily Native Hawaiian, at-risk/at-promise 5<sup>th</sup> and 6<sup>th</sup> graders attending Blanche Pope Elementary School and Waimanalo Elementary School in Waimanalo as well as approximately 15 dedicated program alumni (7<sup>th</sup>-9<sup>th</sup> grades) in the Opio Junior Leadership Program. The uniqueness of the program stems from its foundation in Native Hawaiian values and culture and the fact that it is based around an ocean/environmental theme as well as its deep connection to and support from the Community of Waimanalo. The HMK Program currently provides the only culturally competent and relevant, age appropriate, violence and substance abuse prevention program for youth of this age in Waimanalo.

The HMK Program provides a safe, stimulating, fun and progressive curriculum for the children. The community and its members, the environment and its natural resources serve as classroom and teachers. Children learn about their Hawaiian culture by experiencing the ocean, the mountains, and the streams. By providing services through an after school program, HMK is able to keep children safe between the hours after school when they are most at risk for drugs, alcohol, and violence. Studies show that juvenile crime peaks and youth are most likely to experiment with drugs, alcohol, and sex during the hours after school when they are home by themselves (Snyder & Sickmund, 1999). In addition, this is the prime time for youth to be victims of juvenile crime (Fox & Newman, 1997). By providing alternative activities through after school programs for youth, juvenile crime and violence is reduced. The hypothesis that participation and involvement in unhealthy, high-risk activity is reduced through participation in youth development programs is supported by several studies (Quinn, 1999, pp. 111 – 122). Likewise, it is well known that after-school programs are a cost-effective investment. The Washington State Institute for Public Policy finds that effective after-school programs can yield a benefit-to-cost ratio to taxpayers and crime victims of \$1.87 to \$5.29 for every dollar spent. (Aos, S., P. Phipps, R. Barnoski, and R. Lieb (2001). *The Comparative Costs and Benefits of Programs to Reduce Crime*. Olympia, WA: Washington State Institute for Public Policy. In addition, the Rose Institute finds that quality after-school programs can reduce costs related to welfare, crime, and education (remediation services and grade repetition) for an average net benefit of between \$79,484 and \$119,427 per participant. (Brown, W., S.B. Frates, I.S. Rudge, R.L. Tradewell (2002). *The Costs and Benefits of After School Programs: The Estimated Effects of the After School Education and Safety Act of 2002*. Claremont, CA: Rose Institute.

In addition to after school programming that promotes cultural pride, family bonding, community service, academic assistance, and overall wellness, HMK also offers family-based activities such as periodic retreats/camping trips and monthly 'ohana nights and weekend activities. The HMK Program/Foundation is also active in all Waimanalo Community activities and original program founders, Waimanalo community members, past program employees, past members of the program's Hui Makua, representatives of community partner organizations and program volunteers are extremely active in all levels of Program and Foundation operations highlighting the importance to the community and guaranteeing grassroots, community-based support for years to come.

**B. Goals and Objectives of Proposed Project**

The HMK Foundation is seeking \$100,000 in 08-09 Grants-in-Aid funding to support initial construction/renovation on a permanent site to house the HMK Program and Foundation; to support additional steps toward long-term sustainability of the HMK Program as it completes its transition from federal funding through UH to self-management/sustainability and the organization embarks on a mentorship/partnership with Partners in Development (PID); and to support the continued expansion of the HMK Program as well as other services to youth in Waimanalo by supporting the continued development of partnerships, shared housing and the continued creation of a strategic plan in cooperation with other community-based programs with the end goal being a "youth center" at the above proposed site.

The original project was to be a two-year plus project, however, at this time awarded 07-08 Grants-in-Aid funding has not been released causing a delay in the project's projected phase one timeline. Trusting 07-08 GIA funding will be released, 08-09 Grants-in-Aid funding is being requested to move forward into stage two in 2008-2009. The phase one planning stage was awarded approximately 39% funding for capital expenses and 61% funding for operating

expenses in support of the capital project. Phase two will require 60% funding for capital expenses and 40% funding for operating expenses in support of the capital project

The Mission of the HMK Foundation is to support the long-term sustainability of the HMK Program. The Mission Statement of the HMK Program is...”to develop community pride and foster leadership among Waimanalo’s youth through the teaching of Native Hawaiian culture and values”. Specific goals for the HMK site/youth center project are directly in-line with HMK’s overall mission.

Project Goals:

- To improve the health and wellness and decrease risk factors of the youth and families of Waimanalo by continuing to provide prevention services, foster leadership and teach Native Hawaiian culture and values through the HMK Program for years to come
- To increase prevention services through the expansion of the HMK Program by collaborating with other groups serving the youth of Waimanalo so that services can be maximized and replication/duplication minimized
- To provide a center, a supportive and safe environment, for Waimanalo’s most at-risk/at-promise youth and the programs that serve them

Specific Project Objectives – 08-09 Phase Two:

- Begin construction/renovation on HMK Site/Youth Center Site
- Continue Community Development Specialist position to, as part of their workload responsibility, continue coordination of the HMK Site/Youth Center project, community strategic planning, and organizational transition
- Hire an Executive Director to oversee all aspects of the HMK organization



- Continue to collaborate with existing programs for youth in Waimanalo on program housing and services toward long-term sustainability of all involved
- Retain transitional space for HMK Foundation offices to implement the above

**C. Public Purpose/Need, Target Population and Geographic Coverage**

The census district of Waimanalo is bordered by the Keolu Hills in the north, Waimanalo Bay in the east, Makapu'u point in the south and the Koolau Mountain ridgeline in the west. Waimanalo contains one of the 34 sites in the State of Hawaii earmarked as Hawaiian Home Lands. Native Hawaiians, as reported by the 1990 Census, make up 50.4 percent of Waimanalo's population. Figures from Queen Liliuokalani Children's Center report an even larger percentage of Native Hawaiians, 56 percent, residing in Waimanalo—the highest ratio of any Native Hawaiian community on the island of Oahu. The large population of Native Hawaiians in Waimanalo presents unique challenges. As reported by Alu Like (1985), Native Hawaiians have higher rates than other ethnic groups in Hawaii in the following areas:

- higher proportions of social problems with families, people, and children, including higher proportions of assaultive acts and antisocial behavior
- higher proportions of alcohol and narcotics use
- higher proportions of school performance impairment
- higher rates of academic failure and poor school performance
- higher rates of residence in correctional institutions
- higher levels of stress as indexed by leading stress markers including poverty, educational level, single family households, dwelling density, and so forth
- higher rates of child abuse and neglect (second only to Samoan populations)
- higher levels of resident live births to teenage (19 years and younger) mothers (Hawaii State, 1991-1996)

Additionally:

- Per capita income for Waimanalo was only 71 percent of the island wide figure (2000 Census Data)
- In comparison to the rest of the state, twice as many Waimanalo households receive public assistance
- Reliance on food stamps in Waimanalo is 70 percent more than statewide

- Percentage of children (4-19 years old) in Waimanalo who are at risk (not high school graduates, living with mother who is not a high school graduate, is single, divorced or separated, and is below the poverty level) is more than twice that of the state figure
- Domestic Violence (as reflected by rates of reported "Offenses Against Family" cases) was nearly twice as common in Waimanalo as statewide. (Collins, 1994)
- Child abuse and neglect rates in Waimanalo are nearly twice that of the state
- The crime rate in Waimanalo was more than 50 percent higher than the statewide rate
- In a 2003 Hawaii Student Alcohol, Tobacco and Other Drugs Study (Hawaii State Department of Health) Windward students (including Kailua and Waimanalo) had the second highest risk factors associated with alcohol and other drugs as compared to other school districts on Oahu, 21% as opposed to 14.5% statewide.

In 1998, the Waimanalo community created a Vision Waimanalo Empowerment Zone Strategic Plan that provides an outline of community vision, values, prioritized problems, assets, resources, opportunities, and goals. The Vision Waimanalo Plan was a product of nine community meetings totaling more than 1,000 hours of community members' time held from June 15 through September 2, 1998. In all, 65 persons attended meetings, with typically 20 to 30 persons at each meeting. Although the majority of meeting attendees were community residents, staff of non-profits serving in the community, government, and businesspeople also participated in the community meetings. Ideas from Waimanalo youth were also incorporated in the Vision Waimanalo Plan.

As a result of the process described above, the Vision Waimanalo Plan identified the following priority problems in the Waimanalo community:

- Low value placed in getting an education
- Lack of parenting education
- No swimming pool ("no safe place for children to swim" and "children haven't learned water safety")
- Youth without hope of economic future
- No role model and valuing system
- Many at risk students
- Ecological concerns (e.g. "dying reef" and "bay is fished out")
- Too much demand on teachers

To address these priority problems, four goals for the community were identified in the Vision Waimanalo Plan:

1. To provide throughout their lives, the opportunity for Waimanalo community members to learn and share one's knowledge.
2. To provide for the well-being of the whole family with activities and facilities that support the necessary experiences for good health, a safe and secure neighborhood, and affordable housing.
3. To promote artistic expression and participation in cultural practices.
4. To create meaningful jobs and business opportunities for all residents of Waimanalo.

A focus group conducted on July 22, 2003 with ten Waimanalo families (all Native Hawaiian) sought to identify the needs of Waimanalo youth and solicit input on how to address these needs. When asked about the needs for their elementary and middle school children; the needs of the parents; and the needs of the Waimanalo community, they responded with:

- The need for after school programs other than sports that are safe, provide quality adult supervision, help children with their homework, will not just baby-sit their children, but teach them things, and will be a part of the larger Waimanalo community
- They would like their children to learn more about their Hawaiian language and culture and the community they live in and about the 'aina (land)
- They would like their children to take part in activities such as hiking, fishing, and beach activities
- They would like their children to be exposed to positive adult role models, as well as the use of "high profile" people that youth look up to (local singers, surfers, etc.) to relay positive messages to the youth and share with children how they got to where they are
- Parents would like to have more activities that they can participate in with their children (e.g. 'ukulele making, family outings/retreats)
- They would like to see more community service and community building activities in Waimanalo. (e.g. Christmas in April, helping elderly, fixing houses)
- They would like to learn more about ways to help their children even with things that they might not even know about. (For example, many expressed wanting to help their children with school or wanting them to go to college, but not knowing how to help them)
- They expressed wanting their children to experience more spirituality
- They wanted to learn more about water rights, homestead, and perhaps, sovereignty issues
- They would like Waimanalo to be a close-knit community; they would like equal access and opportunity for everyone to things such as education and jobs; and something that brings all of the services of Waimanalo together

Previously, on December 21, 1984, then Governor George R. Ariyoshi issued several executive orders returning some 28,000 acres of land to the Department of Hawaiian Homes

Lands (DHHL). These lands, referred to as EO lands, were to be set aside for other public agencies to use over a period of years. Priorities for use were to be decided by the Hawaiian Homes Commission after input was received from Native Hawaiian beneficiaries and from members of the communities affected. In order to assess community feelings in Waimanalo, the Department established the Waimanalo Advisory Committee made up of representatives of the Waimanalo Community and organizations working in Waimanalo. The Department of Hawaiian Homes Lands and the Waimanalo Advisory Committee (WAC) published a final report on Waimanalo Beach and Forest Reserve Lands Land-Use Recommendations. This extended process involved more than 14 meetings with the WAC and three general Waimanalo Community meetings with the participation of the Department, WAC, the Waimanalo Community and various agencies serving native Hawaiians.

The goal of the Hawaiian Homes Act of 1920 was and still is to enable Native Hawaiians to provide for their self-sufficiency, initiative and preservation of Native Hawaiian culture. Within the Land-Use Recommendation Report six planning factors were considered in attempting to identify how best Waimanalo's EO lands should be utilized. Of these factors, "community input" was number six and, although subjective, was noted as perhaps the most important. Kahea, Inc. conducted a needs assessment of the homestead area in conjunction with WAC planning. The Community's concerns beginning with the items of perceived greatest-need are: job development, small business development, resource/research center, tax issues, education, housing, health center, recreation center, day care center, job training, camping.

Also within the report, "Community Development Activities" was cited as one of three top priorities for land use. Community Development Activities are comprised of, "Those activities which have as their primary focus the enhancing of the community and its ability to

deal with socio-economic needs, and which serve as a focal point for community initiatives as it relates to religion, culture, education, recreation, and beach-oriented activities; e.g. halau, community centers, facilities for specialized programs, etc”.

The HMK site/youth center project is an excellent opportunity for state agencies to partner with a grassroots, community-based organization and invest in the community of Waimanalo. There is potential to either renovate structures in disrepair on DHHL or other state property within the community of Waimanalo or to build from the ground up. The HMK Site/Youth Center Project is wonderfully in-line with the mission of the Hawaiian Homes Act as well.

Finally, on October 28, 2006 Empower Waimanalo hosted a “Talk Story Waimanalo” session. The purpose of Talk Story Waimanalo was to “efficiently gather input from Waimanalo residents about the critical issues in their community to inform community development stakeholders”. In a variety of different questions, participants were asked to share their thoughts on the following four subjects: What’s Working, What’s Not, Opportunities, and Wants and Needs. It should be noted that, “...because the Talk Story Waimanalo participants were not randomly selected from the community, the ideas represented below are not representative of the community as a whole. The characteristics of those who did participate (age, gender, residence, employment) should be considered when interpreting these findings”.

The fourth subject of focus, Wants and Needs of the community speaks volumes to the current desires of the Talk Story participants. The seven most critical needs of the Waimanalo community as perceived by Waimanalo Talk Story participants were as follows:

- Parenting Classes – 85%
- Boys and Girls Club - 83%
- Adult Education Classes – 81%
- Teen Center - 80%

- Emergency Shelter – 79%
- Affordable Housing – 74%
- Youth Facilities – 69%

The HMK Program has been and will continue to be a model for how communities, especially those with high concentrations of Native Hawaiians, can work in partnerships with their schools, community groups, and other resources to develop high quality after-school programs that are culturally competent, address healthy youth and are of no cost to the families involved. The HMK Program attempts to instill cultural pride and Native Hawaiian cultural identity through an after school program for 5<sup>th</sup> and 6<sup>th</sup> graders attending Blanch Pope and Waimanalo Schools as well as 7<sup>th</sup>-9<sup>th</sup> grades through the Opio Junior Leadership Program in an effort to strengthen protective factors so that they may reduce their tendency towards violence and substance abuse. Tying together published data/statistics, the recommendations of the original Vision Waimanalo Empowerment Zone Strategic Plan, the final report on Waimanalo Beach and Forest Reserve Lands Land-Use Recommendations and the results of the most recent Talk Story Waimanalo session, it is clear that the community of Waimanalo continues to strongly desire, be greatly in need of and has ample justification for a program such as Hui Malama o ke Kai, a site in which to permanently house and sustain it and a youth center from which to expand services to the youth, families and the community of Waimanalo as a whole.

#### **D. Proposed Project's Benefit to Community**

Development of a permanent site for the HMK Program/Foundation and a youth center for Waimanalo will have the following community benefits:

- Expanding and extending services to Waimanalo's most at-risk/at-promise youth and their families through the sustaining of programs such as Hui Malama o ke Kai

- Providing drug, alcohol and violence prevention services to the youth of Waimanalo
- Providing health and wellness services to the youth of Waimanalo
- Sponsoring of community service projects through the HMK program/youth center
- Fostering cultural identity and pride in the youth of Waimanalo
- Promoting environmental stewardship
- Providing a safe, secure and cooperative environment for programs serving the youth of Waimanalo to partner and collaborate
- Developing a youth center strategic plan and assessing community needs in regards to youth services

## **II. Service Summary and Outcomes**

### **A. Scope of work, tasks, responsibilities and outcomes**

- Objective # 1: - Begin construction/renovation on HMK Site/Youth Center Site
  - Task – Once site is located, negotiated for, secured, planned, designed and prepped:
    - Secure commitments for donated or discounted materials whenever possible
    - Coordinate community volunteer labor support
    - Solicit bids for paid labor support (subcontractors)
    - Ensure ADA compliancy when planning for construction or renovation in any structure that is to house the HMK Site/Youth Center
    - Work with county zoning and planning on initial, mid-level and final inspections

- Begin construction/renovation which may include (in either case):
  - Footings and Foundational work (i.e. engineering, excavating, plumbing/electrical, concrete laying, sewer and water hookups, backfill and grading, etc.)
  - Framing and Structural work (i.e. trusses, aircon and plumbing stage two, roofing, electrical stage two, doors and windows, etc.)
  - Exterior work (i.e. siding, gutters, driveways, decking, railing, landscaping, etc.)
  - Interior work (i.e. insulation, drywall, flooring, paint, closets/cabinetry, fixtures, finishing carpentry, etc.)
  - Seek matching funds for completion of construction/renovation project if necessary
- Objective # 2: - Continue Community Development Specialist position to, as part of their workload responsibility, continue coordination of the HMK Site/Youth Center project, community strategic planning, and organizational transition
  - Task – Secure Grants-in-Aid funding for a portion of the CDS position
  - Task – Secure additional funding for remainder of CDS position
  - Task – Continue current CDS person or advertise, interview and hire highly qualified individual to step into CDS role
- Objective # 3: - Hire an Executive Director to oversee all aspects of the HMK organization
  - Task – Secure Grants-in-Aid funding for a portion of the ED position



- Task – Secure additional funding for remainder of ED position
- Task – Advertise, interview and hire highly qualified individual to step into ED role
- **Objective # 4:** - Continue to collaborate with existing programs for youth in Waimanalo on program housing and services toward long-term sustainability of all involved
  - Task – Once 08-09 CDS position is secured duties will include but will not be limited to:
    - **Oversee all aspects of phase two of the HMK Site/Youth Center project**
    - **Continue to work with other programs serving youth in Waimanalo to develop a long-term plan for the HMK Site/Youth Center**
    - **Continue to plan, facilitate and implement results from community strategic planning meetings and community surveys in coordination with HMK Foundation Board Members and Community Partners**
    - **Continue to work to support and sustain HMK Foundation and HMK Program in the form that the Community, Families, Staff, Program Founders, Program Partners and Foundation Members agree upon**
    - **Continue to develop partnerships with organizations outside Waimanalo to ensure HMK Program/Foundation and HMK Site/Youth Center sustainability**

- Seek local and/or federal funding to ensure HMK Program/Foundation and HMK Site/Youth Center sustainability through the writing of grant applications
- Objective # 5: Retain transitional space for HMK Foundation offices to implement the above
  - Task – Retain temporary housing for the HMK Foundation

**B. Timeline**

- Objective # 1: - Begin construction/renovation on HMK Site/Youth Center Site
  - Projected Timeline - The HMK Foundation will work closely with its contracted Community Development Specialist and contractors/subcontractors to develop a construction/renovation plan. The plan will be completed by December 2008. The detailed plan will include timelines for the four main construction/renovation components: Footings and Foundational work, Framing work, Exterior work, Interior work. Improvements to or construction of all aspects of the HMK Site/Youth Center will adhere to all ADA guidelines. A finalized budget and project schedule will also be completed as part of the construction/renovation plan by December 2008. Construction is scheduled to begin in late 2008/early 2009 with each main construction/renovation component taking approximately 2.5 months to complete
- Objective # 2: - Continue Community Development Specialist position to, as part of their workload responsibility, continue coordination of the HMK Site/Youth Center project, community strategic planning, and organizational transition

- Projected Timeline - By August 2008, the HMK Foundation will have either renewed contract with current CDS or will have secured a contract with a qualified individual
- Objective # 3: - Hire an Executive Director to oversee all aspects of the HMK organization
  - Projected Timeline - By August 2008, the HMK Foundation will have secured a contract with a qualified individual
- Objective # 4: - Continue to collaborate with existing programs for youth in Waimanalo on program housing and services toward long-term sustainability of all involved
  - Projected Timeline – The Community Development Specialist will continue to conduct community surveys, facilitate community meetings, collaborate with community organizations and continue to fine-tune and update a community strategic plan for the HMK Site/Youth Center project in order to expand services to the youth of Waimanalo, collaborate on existing services and reduce duplication of services. The community coordination process will take place in various forms from August 2008 until May 2009
- Objective # 5: Retain transitional space for HMK Foundation offices to implement the above
  - Projected Timeline – The HMK Foundation will remain in its temporary space until construction or renovation is completed on the HMK Site/Youth center

**C. Quality Assurance and Evaluation**

The Hui Malama o ke Kai Program has a very strong evaluation component with both quantitative and qualitative pieces to ensure the highest quality of services to the children and families it serves. The quantitative pieces include: pre/post impact surveys for both parents and students, a three-stage student survey, and a behavioral rubric for students. In process of being developed is a student tracking system to assess student progress after leaving HMK. Knowing that process of fostering resilience among youth is long-term and developmental (Winfield, 1994), it is important to know how a program like HMK influences the future behavior of youth with regards to violence and substance abuse. How long term does a program have to be in order to see change in behavior? How long to retain protective factors? How long does change in behavior last? These are examples of questions the HMK Program hopes to begin to answer with the development of a student tracking system. The qualitative evaluation pieces of the program include student reflections on major program activities/events, daily journal writings by students, and parent interviews. All of the above are conducted by an experienced, outside program evaluator. Together, both of the evaluation components serve to compliment each other well and provide important feedback on how well the program is serving the Native Hawaiian youth of Waimanalo and the efforts to strengthen their protective factors to resist violence and drug abuse. Results are used as a continual tool to focus curriculum and guide program planning.

The HMK Program's Director serves as the liaison to the HMK Foundation and gives in-depth reports at all HMK Foundation Board meetings on all levels of program structure and function. The HMK Foundation has an active volunteer Board of voting directors and members made up of program founders, Waimanalo community members, past program directors, past members of the program's Hui Makua, representatives of community partner organizations and

program volunteers. Four additional seats are reserved for non-voting “advisors” to the Board, two for founders that are still current program staff members and two rotational advising seats for current program parents/representatives of the Hui Mākua.

The HMK Hui Makua is comprised of current parents of program participants and has multi-level responsibilities and purposes. First and foremost it is a safe forum from which the voices of the parents can be utilized to guide program planning in the present and in the future. This is done through the formation of a Hui Makua Advisory Committee that has two of its members attend HMK Foundation Board meetings on a rotational basis. The Hui Makua Advisory Committee also provides feedback to the HMK Program Director as to desired content of parent educational sessions. Additionally, it is hoped that one day a talk-story group will be facilitated for the parents of the Hui Makua by HMK program staff and highly qualified community volunteers, and events coordination committees are formed from within the Hui Makua for special occasions (Waimanalo Community parade, end of year Lu’au, etc.). Hui Makua representatives to the HMK Board of Directors give reports on the activities of Hui Makua and seek support from the HMK Foundation if necessary, ask questions of and express concerns to the Board in regards to program content and quality and serve in an advisory capacity to the HMK Organization.

The HMK Foundation has also contracted with a Community Development Specialist to assist in the initial creation of a long-term strategic plan for the HMK Foundation in support of the HMK Program and as well as the Community of Waimanalo as a whole. The Community Development Specialist also gives in-depth reports to the Board of Directors at all Board meetings. In addition to continuing the Community Development Specialist position, the HMK Organization will seek funding to hire an Executive Director in 08-09. The ED will also give in-

depth reports to the Board of Directors at all Board meetings as well as provide general oversight to the HMK organization. Community input is also vital to the on-going support of the HMK Site/Youth Center project and will be obtained through quarterly community meetings. Finally, the HMK Foundation will obtain the professional services of a project consultant and/or contractor if and when necessary to provide thorough oversight to the specific capital improvement project.

**D. Measures of Effectiveness**

**Measurements of Effectiveness of Specific Project Objectives:**

- **Objective # 1:** Begin construction/renovation on HMK Site/Youth Center Site
  - **Measurement** – The HMK Foundation will work closely with its contracted Community Development Specialist and contractors/subcontractors to develop a construction/renovation plan. The plan will be completed by December 2008. The detailed plan will include timelines for the four main construction/renovation components: Footings and Foundational work, Framing work, Exterior work, Interior work. Improvements to or construction of all aspects of the HMK Site/Youth Center will adhere to all ADA guidelines. A finalized budget and project schedule will also be completed as part of the construction/renovation plan by December 2008. Construction/renovation is scheduled to begin in late 2008/early 2009 with each main construction/renovation component taking approximately 2.5 months to complete
    - *Measurement Tool – Construction/renovation plan, finalized budget and phase two project schedule, timeline check list*

- Objective # 2: Continue Community Development Specialist position to, as part of their workload responsibility, continue coordination of the HMK Site/Youth Center project, community strategic planning, and organizational transition
  - Measurement – All HMK Organizational employees (both contracted and salaried) will participate in a performance evaluation meeting mid year (Dec) and end of year (June). Results of these evaluations of position performance will measure position effectiveness
    - *Measurement Tool – Mid-year performance evaluation and ancillary documents, year-end performance evaluation and ancillary documents*
- Objective # 3: - Hire an Executive Director to oversee all aspects of the HMK organization
  - Measurement – All HMK Organizational employees (both contracted and salaried) will participate in a performance evaluation meeting mid year (Dec) and end of year (June). Results of these evaluations of position performance will measure position effectiveness
    - *Measurement Tool – Mid-year performance evaluation and ancillary documents, year-end performance evaluation and ancillary documents*
- Objective # 4: Continue to collaborate with existing programs for youth in Waimanalo on program housing and services toward long-term sustainability of all involved
  - Measurement – The Community Development Specialist will continue to conduct community surveys, facilitate community meetings, collaborate with community organizations and continue to fine-tune and update a community

strategic plan for the HMK Site/Youth Center project in order to expand services to the youth of Waimanalo, collaborate on existing services and reduce duplication of services. The community coordination process will take place in various forms from August 2008 until May 2009

- *Measurement Tool –Copies of surveys, community meeting notes, community partner organization meeting notes, copy of strategic plan*
- Objective # 5: Retain transitional space for HMK Foundation offices to implement the above
  - Measurement –HMK Organization will retain lease on temporary office until HMK Site is ready for occupancy
    - *Measurement Tool – Rental Agreement Contract*

### **III. Financial**

#### **A. Budget**

Please see attached budget sheets.

The U.S. Department of Education, Office of Safe and Drug-Free Schools Program for Native Hawaiians and the Native Hawaiian Education Program currently primarily fund the Hui Malama o ke Kai Program. Both of these federal grants are currently administered by the University of Hawaii, John A. Burns School of Medicine, Department of Public Health Studies. Program support from these federal grants come to completion, simultaneously, on June 30, 2008. The Hui Malama i ke kai Foundation is supported by local grants and generous donations and currently serves as the fiscal agent for HMK Program projects. Beginning July 1, 2008, the HMK Foundation is embarking on a mentorship/partnership with Partners in Development (PID) and will begin building the capacity, over a three year agreement, to be a



solidly community-based, self-sustaining program by July 1, 2011. The HMK Foundation is seeking Grants-in-Aid funding to secure a permanent site for the HMK Program/Foundation in order to lay the groundwork for long-term sustainability of the HMK Program as well as support of other community based programs serving the youth of Waimanalo through the creation of a Waimanalo Youth Center.

**B. Quarterly Funding Requirements**

What do you guys think – ½ funding released each quarter?

*Capital*

Quarter One	Quarter Two	Quarter Three	Quarter Four	Total
\$0	\$20,000	\$20,000	\$20,000	\$60,000

*Operating*

Quarter One	Quarter Two	Quarter Three	Quarter Four	Total
\$10,000	\$10,000	\$10,000	\$10,000	\$40,000

**IV. Experience and Capability**

**A. Necessary Skills and Experience**

Both the Hui Malama i ke Kai Foundation and the Hui Malama o ke Kai Program have a wealth of organizational and staff-specific skills and experience necessary to meet the goals, objectives and realize the community benefits stated above. The birth of both entities was based upon intensive collaboration and deep community commitment.

Through a grant from the Hawai'i Community Foundation, the HMK Program secured its non-profit status and established the Hui Malama i ke Kai Foundation as a non-profit, 501(c)3 organization. An extremely committed volunteer Board of Directors has been created. The HMK Foundation was incorporated in the state of Hawai'i and received 501(c)3 status in 2004.

The HMK Foundation follows all ethical and legal guidelines and members attend trainings whenever possible. The Board of Directors meets every other month with specific committees (chaired by Board members) meeting during alternating months. A Community Development Specialist has been contracted.

Hui Malama o ke Kai is a grassroots program that was started by Waimanalo Community members for Waimanalo youth. The program has been in existence for the past nine years and has firmly established itself in the community where it is seen as a “Waimanalo” program for youth.

The HMK Program seeks to reduce violence and substance abuse, to reduce risk factors associated with violence and substance abuse, and improve resiliency factors among Waimanalo youth. The program is holistic in nature and focuses on development of the child, family, and community. The HMK Program provides an innovative, hands-on program that is steeped in Native Hawaiian values and culture and revolves around an ocean/environmental theme. The program is based and run out of the community of Waimanalo. All key program staff (Director, Prevention Specialists, Recruiter/Coach, Lifeguard, Program Assistants/Tutors) are Native Hawaiian and must meet specific educational and experiential requirements including cultural competency and experience with at-risk/at-promise youth. Original founders of the program continue to be active participants in program support and delivery and serve on the Board of the HMK Foundation. Staff and volunteers include members of the Waimanalo community who, in an effort to ensure positive, effective change among youth, strive to keep the program tailored to and focused on Native Hawaiian youth in Waimanalo.

## **B. Facilities**

Currently, HMK Program staff offices are located at 41-1537 Kalaniana'ole Hwy, suite 201B. Although well situated in terms of location ("Waimanalo town center"), the office itself is only large enough for staff offices and partial storage of program equipment. No space is available inside or out for students. All direct services to students and families must be held elsewhere as well as staff meetings, 'ohana nights/Hui Makua meetings, HMK Foundation meetings/business, end of year lu'au/ho'ike, etc. Located on the second floor, it is sometimes difficult for the program's Kupuna to access the office. The program currently has no actual site for support of activities.

Grants-in-Aid funding is being sought to begin construction/renovation of a permanent site to house the HMK Program and HMK Foundation and to support the expansion of services to youth in Waimanalo by developing partnerships, shared housing and continuing the creation of a strategic plan with other community-based programs serving the youth of Waimanalo to eventually create a "youth center" at the above proposed site. All proposed capital-building projects would meet City and County code requirements as well as ADA requirements.

## **V. Personnel: Project Organization and Staffing**

### **A. Proposed Staffing, Staff Qualifications, Supervision and Training**

The Hui Malama i ke Kai Foundation Board of Directors is comprised of four sitting officers: a Chairperson, Vice-Chairperson, Secretary and Treasurer. Each officer serves two consecutive terms. Four additional members serve on the Board of the Foundation, and four non-voting advisory seats are reserved for current staff members who are also program founders and rotational advising seats for parents of children currently in the program/representatives of the Hui Makua. Committees are formed to carry out the bulk of the Foundation's work and each is appointed a Chairperson and at least two additional members. The Foundation follows all

ethical land legal guidelines set forth in the state of Hawai'i and members attend trainings whenever possible. In addition to continuing the Community Development Specialist position funded in 07-08, the HMK Organization will seek funding to hire an Executive Director in 08-09. The Executive Director will report directly to the HMK Board, will carry out the Board's directives, and will oversee the HMK Organization on all levels.

The Hui Malama o ke Kai Program has an incredibly dedicated, hardworking, capable, caring, and loving staff. HMK is more than a just an organization made up of volunteers and employees—it is truly an *'ohana* that has gone through growing pains, weathered changes, and experienced the joy of seeing Waimanalo youth flourish and grow. This is done with a staff and volunteers committed to loving and nurturing the children of Waimanalo. All staff steadfastly believe in the effectiveness of the program and the innate gifts that each child possesses. The staff is also committed to the community of Waimanalo and to the betterment of all of Waimanalo's youth.

While the federal grants run through UH, a Principal Investigator who possesses a PhD oversees general program operations and the Program Director oversees the day-to-day program operations. Beginning July 1, 2008, The HMK Board of Directors will take full responsibility for HMK staff/program and the Executive Director will take on oversight of HMK Foundation and HMK Program operations. The Executive Director will be overseen by the Board of Directors and reports directly to the Chairman of the HMK Board. The continued CDS is overseen by and reports directly to the ED. The Program Director will report directly to the Executive Director as well. On-site staff report directly to the Program Director who currently possesses a graduate degree in Educational Psychology. The Prevention Specialists are required to have Bachelor's degrees and experience with at-risk/at-promise youth and diverse cultures.

Both Prevention Specialists currently have very strong backgrounds in Native Hawaiian education/culture and serve as the main teachers of the students in the HMK Program. Program Assistants/Tutors must also have experience with children and diverse cultures and lifeguards must be appropriately trained. All HMK Program staff are currently paid by federal funds and are employees of the University of Hawaii. Beginning July 1, 2008, all HMK Program staff will go through an official hiring process and, if retained, will be employees of the HMK Organization. All HMK Program staff currently meet and exceed the requirements of their positions and no additional training is necessary for the completion of this specific Grants-in Aid funded project.

To oversee the initial stage of the HMK Site/Youth Center Project as well as develop a strategic plan in conjunction with community partners, the Hui Malama i ke Kai Foundation contracted with a Community Development Specialist. In addition to continuing the Community Development Specialist position, the HMK Organization will seek funding to hire a full-time Executive Director in 08-09. Grants-in-Aid funding is being sought to support, in part, the continuation of the CDS position. Grants-in-Aid funding is also being sought to support, in part, the ED position to oversee all levels of the HMK Organization.

As stage two of the project unfolds, professional contractors and City and County personnel will be consulted on every step of the project to ensure physical quality and professional integrity.

**B. Organization Chart**

Please see attached organizational chart.

**VI. Other**

**A. Litigation**


No litigation is currently pending involving the HMK Foundation.

**B. Licensure or Accreditation**

Not applicable.

**BUDGET REQUEST BY SOURCE OF FUNDS**  
(Period: July 1, 2008 to June 30, 2009)

Applicant: Hui Malama i ke Kai Foundation

<b>BUDGET CATEGORIES</b>	<b>Total State Funds Requested (a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
<b>A. PERSONNEL COST</b>				
1. Salaries	0			
2. Payroll Taxes & Assessments	0			
3. Fringe Benefits	0			
<b>TOTAL PERSONNEL COST</b>	<b>0</b>			
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island	0			
2. Taxes & Insurance	4,800			
3. Lease/Rental of Equipment	2,400			
4. Lease/Rental of Space	8,800			
5. Staff Training	0			
6. Supplies	1,000			
7. Telecommunication	3,500			
8. Utilities	3,000			
9. Contracted Services	16,500			
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>40,000</b>			
<b>C. EQUIPMENT PURCHASES</b>	<b>0</b>			
<b>D. MOTOR VEHICLE PURCHASES</b>	<b>0</b>			
<b>E. CAPITAL</b>	<b>60,000</b>			
<b>TOTAL (A+B+C+D+E)</b>	<b>100,000</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	100,000	Kathy Morris	808-258-6717	
(b) Private/Other	7,000	Name (Please type or print)	Phone	
			1-30-08	
		Signature of Authorized Official	Date	
<b>TOTAL REVENUE</b>	<b>107,000</b>	Michael Hikalea, Chairman of the BoD		
		Name and Title (Please type or print)		





# BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Hui Malama i ke Kai Foundation

Period: July 1, 2008 to June 30, 2009

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
N/A				
<b>TOTAL:</b>				

JUSTIFICATION/COMMENTS:

Please see attached budget justification

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
N/A			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				

JUSTIFICATION/COMMENTS:

N/A

**BUDGET JUSTIFICATION  
CAPITAL PROJECT DETAILS**

Applicant: Hui Malama i ke Kai Foundation

Period: July 1, 2008 to June 30, 2009

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ANY OTHER SOURCE OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED		FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2005-2006	FY: 2006-2007	FY:2007-2008	FY:2008-2009	FY:2009-2010	FY:2010-2011
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION/RENOVATION				60000		
EQUIPMENT						
<b>TOTAL:</b>				<b>60000</b>		
<b>JUSTIFICATION/COMMENTS:</b>						
Please see attached budget justification						

## **HMK ORGANIZATIONAL CHART**

**Organizational Mission:** *To develop community pride and foster leadership among Waimanalo's youth through the teaching of Native Hawaiian culture and values.*

### **The Community of Waimanalo**

HMK comes from and gives back to the Waimanalo Community. Therefore, all beings of the community of Waimanalo are constituents of the Hui Malama i ke Kai (HMK) Foundation, whose primary objective is to oversee & fully support the operations of the Hui Malama o ke Kai (HMK) Program. These constituents are represented by an elected, volunteer, governing Board of Directors including program founders and Hui Makua reps.

### **HMK Foundation - Board of Directors**

Beginning July 1, 2008, the HMK Foundation will enter into a partnership with Partners in Development (PID). Over the course of three (3) years, HMK and PID will a) jointly seek out funding to support and sustain the HMK Program, b) responsibly co-manage awarded funding according to best practices and principles, and c) PID will provide organizational mentorship to HMK enabling HMK to manage all facets, including personnel management, of a fully operational, self-sustaining, community-based and benefiting 501(c)3 organization independently by July 1, 2011.

#### **Partners in Development**

Main grantee on large PID/HMK funding proposals for general program support (not project-specific proposals such as GIA); fiscal agent to program support joint PID/HMK funding that is secured; accountable for all fiscal-based reporting to funding agencies; responsible for accounting and the cutting of checks in regards to PID/HMK jointly secured funding; communicates regularly with HMK management staff and provides regular budget updates.

#### **HMK Foundation**

Subcontractor on PID/HMK funding proposals; ensures HMK Program provides highest quality services; accountable for all objective-based reporting to funding agencies; mngmt staff very involved in budgeting process and works closely with PID admin office to ensure admin tasks are completed in compliance with funding requirements; receives invoices & bills in support of HMK Program; sends vouchers to PID admin office for processing and payment based on a semi-monthly schedule.

## **Executive Director**

The Executive Director (ED) is directly responsible to the Board of Directors but works independently on a day-to-day basis. It is the ED's responsibility to carry out the Board's directives allowing the Board to function in a policy-making rather than hands-on capacity. The ED is responsible for organizational administrative duties, fundraising duties and operational duties. The ED oversees the Program Director, Community Development Specialist (CDS), and Independent Evaluators. If the ED position is vacant at any time, the Program Director, with the help of the CDS, will assume the responsibilities as the acting ED.

**CDS**

**Program Director**

**Evaluators**

The Program Director is directly responsible to the ED but works independently on a day-to-day basis. The Program Director is responsible for the daily operations of the HMK Program. The Program Director oversees the Prevention Specialists, Support Staff, Hui Makua, Volunteers and Community Partnerships.

## **HMK Program**

**Hui Makua**

**Prevention Specialists**

**Comm. Partners**

**Program Assistants/Tutors**

**Lifeguards**

**Coach/Recruiter**

**Volunteers**

The goal of all staff, volunteers, community partners, members of the Hui Makua and board members is to support the HMK Program so that the children and families of Waimanalo can receive the highest quality services. Although this organizational chart, by default, is hierarchical in design, it is not hierarchical in philosophy. The HMK Foundation is ultimately legally accountable for both HMK Foundation and Program actions, however, the HMK `Ohana works as a true team toward a common goal and each piece plays an equally vital role in the functioning and delivery of all that is HMK.

**The HMK Program is supported by the HMK Foundation for the benefit of the**

**Community of Waimanalo**

**Hui Malama i ke Kai Foundation**

**08-09 Grants-in-Aid Application Budget Narrative**

The Hui Malama i ke Kai Foundation, the 501(c)3 arm of the Hui Malama o ke Kai program, has successfully received numerous small, local funding awards in its effort to support the Hui Malama o ke Kai Program. This year alone, the HMK Foundation has received funding from the Kosasa Family Fund/ABC Stores for general support, Department of Human Services in support of HMK's Strengthening the Families Project, Okumura Family Fund in support of HMK's Wellness Project, Atherton Family Foundation in support of capacity building, Kamehameha Schools in support of HMK's tutorial program, Central Pacific Bank in support of the Opio Junior Leadership Program and the Vitalogy/Wishlist Foundation in support of the HMK Site Project. Due to these and past funding successes, the HMK Foundation has a current budget from which it can support, in-part, specific program projects, its own infrastructure, basic overhead costs and hire a Community Development Specialist.

The Hui Malama o Ke Kai program is a Waimanalo community-based after-school program started by concerned community members of Waimanalo in 1998. The U.S. Department of Education, Office of Safe and Drug-Free Schools Program for Native Hawaiians and the Native Hawaiian Education Program currently primarily funds the operations of the Hui Malama o ke Kai program. Both of these federal grants are currently administered by the University of Hawaii, John A. Burns School of Medicine, Department of Public Health Studies. Program support from both federal grants comes to completion, simultaneously, on June 30, 2008. Beginning July 1, 2008, the HMK Organization will be embarking on a mentorship partnership with Partners in Development with the goal being that HMK will have the capacity to be a full-fledged community-based, self-managing and sustaining program by July 1, 2011.

The Hui Malama i ke Kai Foundation is requesting \$100,000 in Grants-in-Aid funding to support the project of beginning construction on a permanent site for the HMK Program/Foundation and to support the collaborative effort to expand the HMK site into a center for programs serving the youth of Waimanalo for years to come.

**OPERATING EXPENSES**

**Personnel Cost**

**Salaries**

Because all positions will be contracted, no salaries will be provided.

**Payroll Taxes and Assessments**

Because all positions will be contracted, no payroll taxes will be assessed.

**Fringe Benefits**

Because all positions will be contracted, no fringe benefits will be provided.

**Total Personnel Funds Requested: \$0**

**Other Current Expenses**

**Contracted Services**

*Community Development Specialist.* The Hui Malama i ke Kai Foundation is requesting \$10,000 in Grants-in-Aid funding to partially support (20%) the contracted position of Community Development Specialist (CDS). The CDS will be a full-time (1 FTE) position and 80% of the position's funding will come from other funding streams. The CDS will be responsible for overseeing the construction/renovation stage of the HMK Site/Youth Center project as well as continuing to develop a strategic plan in conjunction with community partners. The HMK Board of Directors oversees the CDS and the CDS

reports directly to the Chairman of the Board of Directors. This position impacts all goals and objectives of the project and is instrumental to the overall success of the project.

***Executive Director.*** The Hui Malama i ke Kai Foundation is requesting \$6,500 in Grants-in-Aid funding to partially support (10%) the contracted position of Executive Director (ED). The ED will be a full-time (1 FTE) position and 90% of the position's funding will come from other funding streams. The ED will be responsible for overseeing all aspects of the HMK Organization. The HMK Board of Directors oversees the ED and the ED reports directly to the Chairman of the Board of Directors. This position impacts all goals and objectives of the project and is instrumental to the overall success of the project.

#### **Administrative Overhead**

Funds are requested to cover "administrative overhead". For the purposes of this particular project, "administrative overhead" will cover the following:

Insurance/Tax Preparation – Funds are requested to cover the cost of Directors and Officers Insurance as well as liability insurance for the HMK Foundation and HMK Program. Cost of D & O insurance is approximately \$1,000 per year and the cost of liability insurance is approximately \$2,800 a year for a total of \$3,800 in insurance costs. Funds are also requested to hire a certified public accountant to prepare the HMK Foundation's tax returns and financial statements at a cost of \$1,000. Total cost of insurance and tax preparation: \$4,800.

Lease/rental of equipment – Funds are requested to cover the cost of leasing office equipment to support the HMK Foundation's operations as well as partial

support of HMK Program operations. Office equipment could include but is not limited to photocopier, modems, etc. Total cost of lease/rental of equipment: \$2,400.

Office Supplies – Funds are requested to cover the cost of misc. office supplies to support the operations of the HMK Foundation as well as partially support the operations of the HMK Program. Office supplies could include but are not limited to paper, labels, envelopes, desk supplies, ink cartridges, notepads, etc. Total cost of office supplies: \$1,000.

Telecommunications – Funds are requested to cover the cost of telecommunications. Telecommunications include telephone (land-line) and facsimile services, cellular phone services, internet and postage. Total cost of telecommunications: \$3,500.

Total Administrative Overhead Funds Requested: \$11,700

### **Lease/Rental of Space**

Funds are requested to partially cover the cost of leasing/renting temporary individual space for the HMK Foundation and HMK Program staff. Partial rental costs are budgeted at \$733 per month. Total cost of lease/rental of space: \$8,800.

### **Utilities**

Funds are requested to cover the cost of utilities to support the operations of the HMK Foundation and partially support the operations of the HMK Program. Utilities could include but are not limited to electricity, water, sewer, garbage collection, etc. Total cost of utilities: \$3,000.

All expenses listed above support each goal and objective of the project.



Total Funds Requested for Other Expenses: \$40,000

**Total Funds Requested for Operating Expenses: \$40,000**

**CAPITAL EXPENSES**

**Renovation/Construction**

Grants-in-Aid funding is requested to begin construction/renovation on the HMK Site/Youth Center Site. Initial construction/renovation may include (in either case) but is not limited to:

- Footings and Foundational work (i.e. engineering, excavating, plumbing/electrical, concrete laying, sewer and water hookups, backfill and grading, etc.)
- Framing and Structural work (i.e. trusses, aircon and plumbing stage two, roofing, electrical stage two, doors and windows, etc.)
- Exterior work (i.e. siding, gutters, driveways, decking, railing, landscaping, etc.)
- Interior work (i.e. insulation, drywall, flooring, paint, closets/cabinetry, fixtures, finishing carpentry, etc.)

**Total Funds Requested for Capital Expenses: \$60,000**

**TOTAL GRANTS-IN-AID FUNDS REQUESTED FOR 08-09 HMK SITE/WAIMANALO YOUTH CENTER PROJECT: \$100,000**

**DECLARATION STATEMENT  
APPLICANTS FOR GRANTS AND SUBSIDIES  
CHAPTER 42F, HAWAII REVISED STATUTES**

The undersigned authorized representative of the applicant acknowledges that said applicant meets and will comply with all of the following standards for the award of grants and subsidies pursuant to section 42F-103, Hawaii Revised Statutes:

- (1) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant or subsidy is awarded;
- (2) Comply with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
- (3) Agree not to use state funds for entertainment or lobbying activities; and
- (4) Allow the state agency to which funds for the grant or subsidy were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and assuring the proper expenditure of the grant or subsidy.

In addition, a grant or subsidy may be made to an organization only if the organization:

- (1) Is incorporated under the laws of the State; and
- (2) Has bylaws or policies that describe the manner in which the activities or services for which a grant or subsidy is awarded shall be conducted or provided.

Further, a grant or subsidy may be awarded to a non-profit organization only if the organization:

- (1) Has been determined and designated to be a non-profit organization by the Internal Revenue Service; and
- (2) Has a governing board whose members have no material conflict of interest and serve without compensation.

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

**Hui Malama i ke Kai Foundation**

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



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

January 30, 2008

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

Michael Hikalea

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

Chairman of the BOD

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