

House District 13  
Senate District 7

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

Log No: 124-0

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):

DEPARTMENT OF HEALTH

STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN): \_\_\_\_\_

<p><b>1. APPLICANT INFORMATION:</b></p> <p>Legal Name of Requesting Organization or Individual: Ka 'Ohana O Kalaupapa Dba: same</p> <p>Street Address:</p> <p>Mailing Address: PO Box 1111 Kalaupapa, Hawaii 96742</p>	<p><b>2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:</b></p> <p>Name <u>PAULINE PUAHALA HESS</u></p> <p>Title <u>Vice President</u></p> <p>Phone # <u>808-488-1540</u></p> <p>Fax # <u>808-485-8969</u></p> <p>e-mail <u>kaiulani.hess@att.net</u></p>
<p><b>3. TYPE OF BUSINESS ENTITY:</b></p> <p><input type="checkbox"/> NON PROFIT CORPORATION <input type="checkbox"/> FOR PROFIT CORPORATION <input type="checkbox"/> LIMITED LIABILITY COMPANY <input type="checkbox"/> SOLE PROPRIETORSHIP/INDIVIDUAL</p> <p><b>4. FEDERAL TAX ID #</b> _____</p> <p><b>5. STATE TAX ID #:</b> _____</p> <p><b>6. SSN (IF AN INDIVIDUAL):</b> _____</p>	<p><b>7. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:</b> <b>TO HONOR AND TO PERPETUATE THE COMMUNITY OF KALAUPAPA NOW AND IN AND IN THE FUTURE</b> <i>(Maximum 300 Characters)</i></p> <p><b>8. FISCAL YEARS AND AMOUNT OF STATE FUNDS REQUESTED:</b></p> <p>FY 2008-2009 \$ <u>95,000</u></p>

**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 \$ 31,000

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

  
AUTHORIZED SIGNATURE

PAULINE PUAHALA HESS  
NAME & TITLE

01/31/08  
DATE SIGNED

**The Twenty-Fourth Legislature  
Hawaii State Legislature  
Application for Grants and Subsidies  
Chapter 42 F, Hawaii Revised Statutes**

**A request by Ka 'Ohana O Kalaupapa**

**I. Background and Summary**

**1. A Brief Description of the Applicant's Background**

**Ka 'Ohana O Kalaupapa** is a nonprofit organization dedicated to promoting the value and dignity of every individual who was separated from their family and isolated on the Kalaupapa peninsula from 1866 to 1969 because of society's fear of leprosy (also known as Hansen's Disease). 'Ohana members include the patients at Kalaupapa, family members of anyone ever sent to Kalaupapa, friends, officials and others who have a longtime interest in the community and the legacy of the people whose powerful messages have influenced the world.

The 'Ohana, which was officially in August, 2003, at Kalaupapa, was the idea of Bernard K. Punikai'a, who was sent to Kalaupapa in 1942 as a young boy. With similar facilities around the world that were set aside for people with leprosy being closed along with the population of Kalaupapa decreasing, Mr. Punikai'a believed it was of the utmost urgency to create an organization to support the community. Mr. Punikai'a envisioned the 'Ohana as a way to bring together the many friends of Kalaupapa to help do what is necessary to ensure that the remaining patients can live out their lives in their homes and to serve as an additional resource for government agencies. The 'Ohana was also created to become the vehicle to connect family members of the approximately 8,000 people sent to Kalaupapa since 1866 who might have lost touch with the community or who might have only learned that they had ancestors at Kalaupapa. It is intended that the 'Ohana will continue to grow in numbers and carry on after the last patient has died and help to carry on the important legacy and lessons of Kalaupapa.

The idea of creating an 'Ohana first surfaced during a two-day meeting held in 1996 at Kalaupapa when rumors were circulating that Kalaupapa was going to be closed, causing great anxiety and fear among the residents. Mr. Punikai'a wanted to bring family and friends of Kalaupapa together to assure the community that wouldn't happen. He organized the workshop with the assistance of two longtime friends of Kalaupapa (Anwei Law and Valerie Monson) and Dean Alexander, who was then the Superintendent of Kalaupapa National Historical Park (he has since transferred).

The top priority of that workshop was to form a nonprofit organization that would support the Kalaupapa community and provide an additional voice for the residents.

Superintendent Alexander believed that such a group would be beneficial to Kalaupapa National Historical Park because members would include family members and friends who had many years of experience in visiting the community. Superintendent Alexander believed these members would be valuable resources for Kalaupapa National Historical Park in how the stories of Kalaupapa would be told.

When the 'Ohana was organized in 2003, there were about 35 people who called Kalaupapa their permanent home. Approximately 80 percent of those residents who were at Kalaupapa when the initial workshop was held attended at least part of the discussions (some residents were at Leahi Hospital or at the Kalaupapa Care Home so could not attend).

Today, there are about 25 permanent residents. The average age is 76. The president, treasurer and two directors of the 'Ohana Board are permanent residents of Kalaupapa. Residents also serve on 'Ohana committees and play active roles in preparations for 'Ohana meetings by providing transportation and helping with accommodations or other arrangements.

Although the Hawaii State Department of Health and Kalaupapa National Historical Park share jurisdiction of Kalaupapa and provide essential services, the 'Ohana believes that it is imperative that the community have an independent organization to represent the residents and their interests, especially because many of the residents are elderly and do not have family living with them.

The 'Ohana complements the work of the Health Department and Kalaupapa National Park Service by helping the community in ways that government can not. There is no duplication of programs, but a sharing of ideas to make life as comfortable as possible for the kupuna of Kalaupapa who were denied the freedoms many of us take for granted because they were diagnosed with a misunderstood disease. National Park Service officials and workers have attended every annual meeting of the 'Ohana. A social worker from the Health Department has attended most annual meetings.

When the Health Department believed that dialysis could not be restored at Kalaupapa, the 'Ohana volunteered to form a public-private partnership that had the service back in operation in less than a year. More recently, when it was learned that terminally ill Kalaupapa patients would no longer be flown home for their final days via air ambulance, the 'Ohana contacted a knowledgeable lawmaker to join Health Department officials and others to find a solution.

The all-volunteer Board of Directors has devoted countless hours to implementing the priorities of the Kalaupapa community that are identified at the two-day annual meetings held at the end of each year at Kalaupapa. It is now of critical importance that the 'Ohana hire a Coordinator to continue the organization's momentum, make sure that programs and plans shaped by the community are carried out and develop a strong base of private donors to give the group a sound financial footing.

## 2. The Goals and objectives related to the request:

The motto of the 'Ohana is "E Ho'ohanohano a E Ho'omau...To Honor and To Perpetuate." The mission and vision statements reflect the overall goals of the group. These include:

- \*collaborate with government agencies to find solutions that will enable the people of Kalaupapa to live out the last chapter of their lives with dignity and comfort;
- \*ensure that the stories of the people of Kalaupapa have shared over the years will be remembered accurately and sensitively;
- \*advocate for the community;
- \*develop educational programs about the history and legacy of Kalaupapa;
- \*assist with the preservation of the history of Kalaupapa;
- \*help descendents find information about their ancestors at Kalaupapa and provide them with an opportunity to visit the community;
- \*combat stigma, prejudice and hurtful language that continues to cause emotional distress for people affected by leprosy.

## 3. State the public purpose and need to be served:

The 'Ohana prides itself on being able to reach out and partner with leaders of government, health care, religious communities, nonprofit organizations and other arenas to form partnerships to achieve our goals and priorities established by the Kalaupapa community. The 'Ohana has successfully worked with all members of the Congressional delegation, members of the State Legislature, the statewide leaders of the three leading religious organizations at Kalaupapa, Native Hawaiian organizations, experts on health and aging issues and others who have set aside personal agendas for the greater good of the Kalaupapa community and the legacy of the people.

These partnerships have resulted in projects, programs or changes in policies that have greatly improved life at Kalaupapa while adhering to the three general purposes of the 'Ohana: advocacy, education and preservation.

Some highlights:

### **Advocacy**

- **The return of dialysis:** Dialysis, which had previously been provided by the Department of Health at Kalaupapa, was terminated in 1998. The 'Ohana formed a Dialysis Committee in 2003 that brought together leaders of Na Pu'uwai Native Hawaiian Health Systems, the Office of Hawaiian Affairs, St. Francis Health Care System, the Department of Health, Ke Aupuni Lokahi/Molokai Enterprise Community, Molokai Rural Development Project, state legislators, the staff of the Kalaupapa Care Home and the Kalaupapa Patients Advisory Council. In less than a year, two dialysis machines had been set up at the Kalaupapa Care Home. The Department of Health has since added a third machine.

During dedication ceremonies, State Health Director Chiyome Fukino stated: "It's something I believe the department would not have been able to do alone" in acknowledging the work of this network that was initiated by Ka 'Ohana O Kalaupapa.

- **Monthly community meetings:** The 'Ohana brought together leaders from the State Department of Health and Kalaupapa National Historical Park to discuss concerns about the lack of communication, which the community identified as one of the biggest problems in 2003. It was agreed that monthly meetings would be held on the second Tuesday of each month where officials from the Department of Health and Kalaupapa National Historical Park would be available to share information, introduce new workers and answer questions from the community. The meetings have been held regularly ever since. They are well attended, have proven to be successful and have improved relations.
- **Legislative issues:** The 'Ohana established a Legislative Committee to inform lawmakers of needs at Kalaupapa, track bills that would impact Kalaupapa, inform the community and provide testimony so good decisions would be made. The 'Ohana also tracks bills introduced to Congress related to Kalaupapa. In the process, we have developed strong relationships with key lawmakers.
- **Patient pension increases:** During the 2006 annual meeting of Ka 'Ohana O Kalaupapa, older residents pointed out that they believed their pensions should be increased because they were based on many years of wages that were far below the average pay of other workers because of discrimination against people who had leprosy. In addition, no cost-of-living increase has been received in more than 20 years of pension payments. The 'Ohana contacted state legislators who included pension increases in the budget. Because the Attorney General felt the language was not legal, the increases have not been granted. In early 2008, the 'Ohana again contacted state legislators who have agreed to help.
- **Task Force to look at future of land management at Kalaupapa:** A priority of the 2007 annual meeting at Kalaupapa was to appoint a Task Force to gather information and investigate issues regarding the future of land management at Kalaupapa as it relates to Kalaupapa National Historical Park and the Department of Hawaiian Homelands. There still is mostly uncertainty about what will happen at Kalaupapa after the last patient dies. The Task Force, which held its first meeting in January of 2008, will present its findings to the community.
- **Air ambulance service:** When it was learned that air ambulance services would not be available to return terminally ill Kalaupapa patients home from Honolulu to spend their last days, the 'Ohana contacted Senator Roz Baker, who immediately made inroads to restoring this most vital of services. Baker's efforts, along with efforts by the Department of Health and Dr. Linda Rosen of the state's Emergency Medical Services Division, have resulted in a possible solution with

officials of Air Med, who want to help. Although details are still being worked out, the 'Ohana is confident that the service will be made available again so Kalaupapa residents can spend their last days at home, surrounded by the love of their community that is their family. When the Department of Health first learned that the 'Ohana was concerned about the lack of air ambulance services for end-of-life issues, an official welcomed the involvement of the 'Ohana, once again showing that collaboration can lead to solutions.

## Education

- **Development of Website and newsletter:** The 'Ohana has received high praise for its attractive and informative Website ([www.kalaupapaohana.org](http://www.kalaupapaohana.org)) and newsletter. The Website will continually be updated and expanded; annual newsletters are planned when a coordinator can be brought on board. These two products are crucial in educating the public about the 'Ohana and Kalaupapa in general while providing family members and/or descendants an avenue to obtain more information about loved ones or ancestors at Kalaupapa.
- **Conference for Native Hawaiian Advancement:** For the past two years, the 'Ohana has sponsored a booth at this three-day event that attracts hundreds of leaders from the Hawaiian community. In 2007, 'Ohana President Kuulei Bell was invited to address the conference about the proposed Kalaupapa Monument and how important it was for descendants to be involved in remembering their ancestors. Mrs. Bell received a standing ovation for her speech that prompted spontaneous cries of support from people in the audience who announced that they had family at Kalaupapa, too. Many new family members/descendants signed up to receive 'Ohana materials.
- **Traveling Exhibit:** A grant has just been received to develop and create four free-standing panels that will become the centerpiece of outreach workshops the 'Ohana plans to conduct across the state to reach out to more family members or anyone who has an interest in the history of Kalaupapa. The panels, which stand 7 feet tall, will be developed in a style similar to panels contracted by Kalaupapa National Historical Park for the "Quest for Dignity" exhibit so that all the panels can be used together in an exhibit. Because of lightweight, state-of-the-art materials that will be incorporated into the panels and fold-up framing systems, the exhibit will be portable and easy to transport. The 'Ohana eventually hopes to display the exhibit at schools, churches, museums or other public facilities.
- **Exchange Visits with Japan:** The 'Ohana hosted three people from Japan who have been affected by leprosy along with a traveling companion and interpreter at the 2006 annual meeting. In 2007, a group of 'Ohana members visited several communities in Japan and began an international discussion on the importance of The Restoration of Family Ties. The 'Ohana group included an 80-year-old Kalaupapa resident and her daughter (who is also vice president of the 'Ohana); the brother of a Kalaupapa resident; the chief of cultural resources for Kalaupapa

- National Historical Park and two other 'Ohana members. (In both instances, those who traveled paid their own expenses.) It is hoped that exchanges with other countries can be arranged in the future. The 'Ohana made all the arrangements and obtained the free services of an interpreter, but was pleased that a representative of Kalaupapa National Historical Park could attend.
- **Informational talks about Kalaupapa:** 'Ohana members have been receiving requests to speak about the organization and its special projects that interest the community at large. Requests have been received from service organizations, Hawaiian organizations, a preservation group and the International Leprosy Congress.

### Preservation

- **Kalaupapa Monument:** The Hawaii Congressional delegation has introduced bills on behalf of the 'Ohana to establish a Kalaupapa Monument, which would honor the approximately 8,000 people who were sent to Kalaupapa and their families. As envisioned by the 'Ohana, the Monument would be constructed in two parts: the initial phase would list the names of the first 5,000 people who were sent to Kalaupapa – these names are all in the public domain and include people who were sent to Kalaupapa from 1866 to 1896. The second phase would include as many of the last 3,000 names that are in the public domain. An 'Ohana Monument Committee has been coordinating efforts. The bill was originally introduced by Representative Ed Case with Representative Neil Abercrombie as co-sponsor. Representative Mazie Hirono re-introduced the bill last year with Mr. Abercrombie again the co-sponsor. Senator Daniel Akaka introduced a companion bill in the Senate with Senator Daniel Inouye as a co-sponsor. The bill is expected to reach the floor of the House of Representatives early this year.
- **Kalaupapa Names Project:** To be ready to take the next step after Congress authorizes the Kalaupapa Monument, the 'Ohana contracted with a historian and the first superintendent of Kalaupapa National Historical Park to compile the list of the first 5,000 names. These two individuals have each been involved with the people of Kalaupapa researching the history for more than 30 years. Using public information at the Hawaii State Archives and with the assistance of the head archivist and others who have worked extensively with the various registers, a preliminary database has been prepared. The database will not only serve as the foundation for the Kalaupapa Monument, but will be an invaluable tool for family members to easily access the names and other information about their ancestors, much like the public can do at Ellis Island.
- **The Kupele Trail:** The pali trail that leads from Kalaupapa to topside Molokai has been referred to by various names over the years, but was never officially named. At the 2004 annual meeting, participants voted unanimously to name the trail for the family of David Kupele, the longtime mail carrier who traveled the

trail two or three times a day with his mules to deliver and pick up supplies for the community. Members of the Kupele family had been sent to Kalaupapa since 1873. The grandson of David Kupele has become involved with the 'Ohana. Discussions are underway to commemorate the trail and obtain official status. This honor dovetails with plans of Kalaupapa National Historical Park to preserve special places at Kalaupapa, including the home of a longtime community leader and the art studio of a talented painter and calligrapher.

- **Ka 'Ohana O Kalaupapa Vision Plan:** When the 'Ohana learned that Kalaupapa National Historical Park had no General Management Plan, the Board of Directors felt it was crucial to begin talking about the future of the community when as many residents as possible were still able to participate. At the 2005 annual meeting, everyone was asked to contribute their personal visions to the 'Ohana "Vision Plan." In attendance were statewide leaders of the three churches at Kalaupapa – Bishop Larry Silva of the Diocese of Honolulu; The Rev. Charles Buck, minister of the Hawaii Conference of the United Church of Christ and Elder Holbrook DuPont of the Church of Jesus Christ of Latter-Day Saints. It was the first time the three leaders had brought together to begin talking about the future of the churches at Kalaupapa, which have long been the bedrocks of the community. Additional discussions about future plans at Kalaupapa continue. After the 'Ohana began these discussions, The National Park Service began working on a General Management Plan.
- **The Restoration of Family Ties:** The 'Ohana has been cited internationally for actively initiating the discussions on the importance of the restoration of family ties and for seeking out family members to be involved in the future of Kalaupapa. Those who were diagnosed with leprosy before the isolation laws were changed, were forced to leave their families and all that they knew. Later, they were forced to give up their children. Such harsh segregation laws made it difficult for families to stay connected. The 'Ohana has made it a priority to reach out to family members and descendants who might have only learned they had ancestors at Kalaupapa. Having families involved will also mean that the individual legacies and the overall history of Kalaupapa will be remembered accurately and free of sensationalism.

#### **4. Describe the target population to be served:**

This project will serve not only the current residents of Kalaupapa, but their family members and the unknown number of descendants seeking closure and information about ancestors sent to Kalaupapa as well as anyone in Hawaii with an interest in one of state's most historical and inspiring communities. Because of the special interest in Father Damien de Veuster and Mother Marianne Cope, who are both on the path to Sainthood, there will be international interest in Ka 'Ohana O Kalaupapa.

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



The Kalaupapa peninsula on the island of Molokai will be the primary geographic area. The educational programs and outreach sessions will extend across Hawaii. Through the Website and international exchange programs, the coverage will stretch around the globe.

**6. Describe how the request will, in the case of a grant, permit the community to benefit from those activities:**

Since Ka 'Ohana O Kalaupapa was officially organized in the summer of 2003, the board of directors has put in hundreds, if not thousands, of volunteer hours to carry out the priorities of the community. Recent grants have enabled the 'Ohana to hire a part-time project director through November to develop a strong base of donors who will pay annual dues, support special projects and help in other ways.

A grant would allow this project director to become a coordinator who would be hired either on a full-time or part-time basis. The coordinator would take the lead on implementing projects, organizing board meetings and the two-day annual meeting, continuing to reach out to family members, proposing advocacy needs to the board and developing educational programs. The coordinator would also be responsible for updating the Website and producing annual newsletters. The Coordinator would be supported by an independent contractor to assist with the financial reporting.

**II. Experience and Capability**

A. Necessary Skills and Experience

*The applicant shall demonstrate that it has the necessary skill, abilities, knowledge of, and experience relating to the request. State your experience and appropriateness for providing the service proposed in this application. The applicant shall also provide a listing of verifiable experience of related projects or contracts for the most recent three years that are pertinent to the request.*

The Board of Directors of Ka 'Ohana O Kalaupapa is comprised of Kalaupapa residents, family members and friends who have long been involved with the community and have established relationships with everyone in the community who was affected by leprosy. Several members of the board have also served on other not-for-profit boards. This cumulative experience means that board members are easily approached by the Kalaupapa community and have an overall knowledge of the inner workings of nonprofit organizations.

The board has undergone training with John Tomoso of the Maui County Office on Aging. In addition, board members have proven that they can work with leaders of other organizations for the betterment of the Kalaupapa community.

B. Quality Assurance and Evaluation

*The applicant shall describe its quality assurance and education plans for the request. Specify how the applicant plans to monitor, evaluate and improve their results.*

Once the position of Coordinator has been approved and hired, the Executive Committee will develop with the Coordinator a measurable time line and goals that will be monitored through quarterly reports that will be presented to the entire Board of Directors for review and comment. There is a strong possibility that the Coordinator will be hired from outside of Kalaupapa and work from his/her home. The Coordinator is expected to work no more than 24 hours per week.

Evaluation will be determined by a survey of 'Ohana supporters who attend the 2008 two-day annual meeting/workshop at Kalaupapa where the past year's activities are reviewed and where the next year's agenda is decided. The meeting, which is traditionally held in late October, is led by the Board of Directors of Ka 'Ohana O Kalaupapa. The board includes 13 directors: four Kalaupapa patients, three family members and five longtime friends or state officials. The Honorary Chairman of the Board is also a patient at Kalaupapa. More than half of the board's directors are Native Hawaiians.

### C. Facilities

*The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the request. If facilities are not presently available, describe plans to secure facilities. Also describe how the facilities meet ADA requirements, as applicable.*

The Coordinator will be working out of his/her home and will work with the Executive Committee on identifying office space at Kalaupapa. The facility will be ADA accessible.

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

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

*The applicant shall describe the proposed staffing pattern and proposed service capacity appropriate for the viability of the request. The applicant shall provide the qualifications and experiences of personnel for the request and shall describe its ability to supervise, train and provide administrative direction relative to the request.*

Only one part-time position will be created. After a year, an evaluation by the Board of Directors will determine if the position should become full-time. The position of Coordinator will report directly to the Board of Directors. This position will assume the overall operations of Ka 'Ohana O Kalaupapa and will be responsible for the development, coordination, supervision, fiscal management and implementation of programs. The Coordinator will staff all the Board of Directors meetings and committee meetings to record minutes. The Coordinator will also regularly visit the Kalaupapa

community and the Kalaupapa residents at Leahi Hospital to seek their input and comments.

The Board of Directors believes there is also a need to reach out to family members. The Coordinator will be available for family members and/or descendants who want to visit Kalaupapa and find out additional information or gravesites.

The Coordinator will be expected to speak to groups that want to learn more about the 'Ohana and Kalaupapa or recommend an appropriate speaker. The Coordinator will also plan and lead workshops on other islands to reach out to family members/descendants and educate the public about Kalaupapa.

As a result of the above requirements, the Coordinator must possess good organizational and communication skills, both verbal and written. Above all, the Coordinator must have a strong relationship with the Kalaupapa community, be able to listen to all concerns and have knowledge of the history of Kalaupapa. The Coordinator must also be able to effectively work with leaders of government agencies and lawmakers. This individual must know how to conduct, delegate, coordinate and execute plans and activities in a timely manner including meeting all deadlines.

Consultants for legal and financial services will be utilized until a need for additional staffing is recognized and additional funding is obtained. The Coordinator must possess some knowledge of these functions and be able to supervise the activities of the consultants.

#### B. Organizational Chart

The Coordinator will report directly to the President of the Board of Directors. The consultants hired will report directly to the Coordinator.

#### **IV. Service Summary and Outcomes**

*The Service Summary shall include a detailed discussion of the applicant's approach to the request. The applicant shall carry and concisely specify the results or outcomes from this request.*

##### A. Describe the scope of work, tasks and responsibilities

The Coordinator for Ka 'Ohana O Kalaupapa is responsible for the overall operations of the organization, including the development, coordination, supervision, fiscal management and evaluation of its related services. The Coordinator is also responsible for working with the community to develop strategic plans to fulfill the mission and objectives of the organization. The specific areas of responsibility includes, but are not limited, to the following:

- Supporting and ensuring the mission, goals and objectives of the organization and the community;
- Assisting the Board of Directors in planning, developing continuously reviewing and implementing the overall short-term and long-term strategic plans;
- Implementing all policies and procedures to ensure compliance with federal, state and local regulations;
- Implementing policy positions concerning legislation, government administrative policies and other public policies as directed by the Board of Directors;
- Monitoring and evaluating all fiscal operations, including oversight and approval of the annual operating and capital budgets;
- Developing positive relationships with outside organizations and agencies to negotiate favorable contractual relationships;
- Overseeing and supporting all 'Ohana committees that will be addressing various needs of the organization and the community;
- Communicating with and preparing written communication to the Board of Directors as well as taking minutes of all meetings;
- Planning and arranging the annual meeting;
- Serving as the spokesperson for the organization and representing the Board of Directors to the community.

These are intended to be specific duties of the Coordinator of Ka 'Ohana O Kalaupapa. It should be noted that the Coordinator is responsible for performing other duties as they arise or as they are delegated by the Board of Directors.

B. The applicant shall provide a projected annual timeline for accomplishing the results or outcomes of the service.

Kalaupapa is a very unique community. The first two months will be spent listening to the patients, learning how the Department of Health functions and developing relationships with officials of the Health Department and Kalaupapa National Historical Park.

May 2008: Secure Legislative approval

Summer 2008: Governor Linda Lingle signs the request for the grant-in-The Department of Health provides documentation which states that the funding for the 'Ohana is considered to be a high priority.

Fall, Winter 2008: Once the money is released by the administration, the hiring process can begin. The Coordinator should be on the job by the end of the year, if not earlier, and will be expected to prepare a 2008 Annual Report to the Board of Directors.

Spring, Summer and Fall, 2009: The Coordinator will facilitate the four quarterly Board of Directors meetings, including the annual meeting, as well as committee meetings. Plans will be developed for outreach workshops to be held on other islands, a newsletter will be developed, efforts will continue to increase the base of 'Ohana supporters who

pay annual dues and secure grants to keep the organization growing. The Coordinator will also continue working with the Board of Directors and the community on the Ka 'Ohan O Kalaupapa Vision Plan.

Throughout the year, the Coordinator will be available to meet with family members and groups to assist in gathering stories and perpetuating the legacy of Kalaupapa. At this time, it is difficult to predict the number of people who request such assistance, but as word of the 'Ohana spreads, the requests increase.

## **V. Financial**

### **A. Budget**

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

See attached budget.

The budget reflects a new service for Ka 'Ohana O Kalaupapa. A grant of \$24,900 was received from the Office of Hawaiian Affairs for technical assistance for board training, strategic planning, legal consultation, incorporation fees, start-up monies and development of a newsletter and Website.

A strategic plan is being developed to create a permanent database of paying members and corporate sponsors who will be able to make regular donations at various levels of support. This bank of supporters will solidify the financial health of Ka 'Ohana O Kalaupapa and become the foundation of its future. The membership rolls will continue to expand with the regular distribution of newsletters and an updated Website. The media will also be asked to write about the 'Ohana and its activities and programs, bringing in more supporters and donations.

Because of the isolation of Kalaupapa, necessary travel expenses to and from the community remain a large expense. It should be noted that all members of the Board of Directors who live outside of Kalaupapa contribute their own travel costs to and from meetings as in-kind donations. To be effective, the Coordinator must visit Kalaupapa and Leahi Hospital regularly during the year to get feedback and ideas from the community as well as attend Board of Directors meetings held in Kalaupapa and attend committee meetings that are held at Kalaupapa or on Oahu. Air travel is also essential to reimburse members of working committees who live on different islands.

## **VI. Other**

### **A. Litigation**

*The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment. If applicable, please explain.*

There is no pending litigation.

**B. Licensure or Accreditation**

*Specify any special qualifications, including but not limited to licensure or accreditation that applicant possess relevant to this request.*

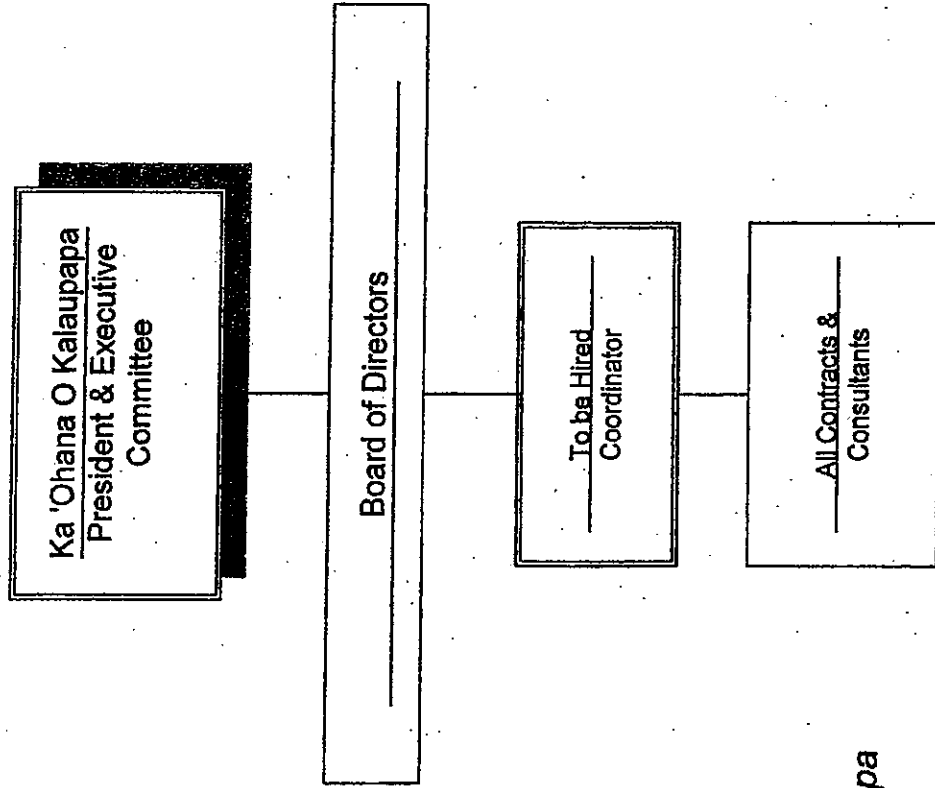
Not applicable.

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

Applicant: Ka 'Ohana O Kalaupapa

<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	31,000			
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
<b>TOTAL PERSONNEL COST</b>	<b>31,000</b>			
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island	7,500			
2. Insurance	1,000			
3. Lease/Rental of Equipment	---			
4. Lease/Rental of Space	---			
5. Staff Training	4,000			
6. Supplies	8,200			
7. Telecommunication	8,600			
8. Utilities	---			
9. Professional Services	9,500			
10. Newsletter preparation	3,000			
11. Vehicle expenses	3,000			
12. Postage	2,000			
13. Off-island workshops	5,000			
14. Brochures, educational materials	5,000			
15. Two-day annual meeting expenses	2,000			
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>46,800</b>			
<b>C. EQUIPMENT PURCHASES</b>	<b>5,200</b>			
<b>D. MOTOR VEHICLE PURCHASES</b>	<b>15,000</b>			
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>110,000</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By: Sister Alicia Damien Lau 808-453-1941		
(a) Total State Funds Requested	95,000	Name (Please type or print) _____ Phone _____		
(b) Private donations	15,000	Signature of Authorized Official _____ Date 01/31/08		
(c)				
(d)				
<b>TOTAL REVENUE</b>	<b>110,000</b>	Pauline Puahala Hess, _____ Name and Title (Please type or print)		

# Ka 'Ohana O Kalaupapa Organization Chart



*Ka 'Ohana O Kalaupapa  
January 2006*





## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Ka 'Ohana O Kalaupapa

Period: July 1, 2008 to June 30, 2009

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST
Laptop computer	1.00	\$1,500.00	\$ 1,500.00
Printer/copier/scanner/fax machine	1	\$600.00	\$ 600.00
Power point projector	1	\$1,500.00	\$ 1,500.00
Telephone	1	\$100.00	\$100.00
Computer software applications, wireless network base station	5	\$300.00	\$ 1,500.00
TOTAL:	9		\$ 5,200.00

JUSTIFICATION/COMMENTS:

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST
Used van	1.00	\$12,000.00	\$ 12,000.00
		\$	-
		\$	-
		\$	-
		\$	-
TOTAL:	1		\$ 12,000.00

JUSTIFICATION/COMMENTS:

**BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES**

TOTAL BUDGETED	
	1500
	600
	1500
	100
	1500
	5,200

TOTAL BUDGETED	
	12000
	12,000

**BUDGET JUSTIFICATION  
CAPITAL PROJECT DETAILS**

Applicant: Ka 'Ohana O Kalaupapa

Period: July 1, 2008 to June 30, 2009

FUNDING AMOUNT REQUESTED					
TOTAL PROJECT COST	ANY OTHER SOURCE OF FUNDS RECEIVED IN PRIOR YEARS FY: 2005-2006	STATE FUNDS REQUESTED		FUNDING REQUIRED IN SUCCEEDING YEARS	
		FY: 2007-2008	FY: 2008-2009	FY: 2009-2010	FY: 2010-2011
PLANS					
LAND ACQUISITION					
DESIGN					
CONSTRUCTION					
EQUIPMENT					
<b>TOTAL:</b>					
JUSTIFICATION/COMMENTS:					
Not applicable					

**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.

Ka 'Ohana O Kalaupapa

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

  
(Signature)  
Pauline Puahala Hess

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

Jan. 30, 2008

\_\_\_\_\_  
(Date)  
Vice President

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


**KA 'OHANA O KALAUPAPA**  
"E Ho'ohanohano a E Ho'omau...  
To Honor and To Perpetuate"

January 31, 2008

The Twenty Fourth Legislature  
Hawaii State Legislature  
Application for Grants and Subsidies  
Chapter 42F, Hawaii Revised Statutes

Dear Legislators:

I the undersigned Elizabeth Ku'ulei Bell, President of Ka'Ohana O Kalaupapa authorize Pauline Puahala Hess, Vice President of Ka 'Ohana O Kalaupapa to sign the attached Grants and Subsidies Application on my behalf and on behalf of the Board of Directors of Ka 'Ohana O Kalaupapa.

  
Elizabeth Ku'ulei Bell, President  
Ka 'Ohana O Kalaupapa

Dated: January 31, 2008

## Ka 'Ohana O Kalaupapa

P.O. Box 1111  
Kalaupapa, HI 96742  
[www.kalaupapaohana.org](http://www.kalaupapaohana.org)

### Board Of Directors Roster – October 2007

Name/phone#	Mailing Address	e-mail
President Ku'ulei Bell (808) 733-8080; 699-4056;	3650 Maunalei Avenue Honolulu, HI 96816	
Vice-President Pauline Puahala Hess (808) 778-2059; (808) 488-1540	98-703 Iho Place, #1001 Aiea, HI 96701	<a href="mailto:kaiulani.hess@att.net">kaiulani.hess@att.net</a>
Secretary Valerie Monson (808) 573-2746	175 Kealaloa Avenue Makawao, HI 96768	<a href="mailto:valeriemonson@yahoo.com">valeriemonson@yahoo.com</a>
Treasurer Gloria Marks (808) 567-9018	Box 6 Kalaupapa, HI 96742	
Honorary Chairman Bernard Punikai'a (808) 733-8080	3650 Maunalei Avenue Honolulu, HI 96816	
Patrick Boland (808) 235-1562	45-665 Uhilehua St. Kaneohe, HI 96744	<a href="mailto:boland@lava.net">boland@lava.net</a>
J. Kalani English (808) 587-7225 Fax: (808) 587-7230	415 S. Beretania Hawaii State Capitol Room 205 Honolulu, HI 96813	<a href="mailto:senenglish@capitol.hawaii.gov">senenglish@capitol.hawaii.gov</a>
Glenn Harada (808) 235-1574 (808) 591-6556	46-134 Aeola St. Kaneohe, HI 96744	<a href="mailto:gharada1@hawaiiantel.net">gharada1@hawaiiantel.net</a>
Boogie Kahilihiwa (808) 567-6217; (808) 658-1104	Box 56 Kalaupapa, HI 96742	
Sol P. Kaho'ohalahala (808) 243-5020; Cell: (808) 357-0183	811 Kolu Street, Suite 201 Wailuku, HI 96793	<a href="mailto:sol@kirc.hawaii.gov">sol@kirc.hawaii.gov</a>
Sister Alicia Damien Lau (808) 453-1941	2715 Pamoia Road Honolulu, HI 96822	<a href="mailto:alau@hawaiinursinghomes.com">alau@hawaiinursinghomes.com</a>
Colette Machado (808) 594-1837	Office of Hawaiian Affairs 711 Kapiolani Blvd. Honolulu, HI 96813	<a href="mailto:colettem@oha.org">colettem@oha.org</a>
Makia Malo (808) 949-4999 (808) 567-9208	581 Kamoku #1804 Honolulu, HI 96826	

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: SEP 20 2005

KA OHANA O KALAUPAPA  
C/O JEFFREY S PIPER ESQUIRE  
745 FORT ST STE 1500  
HONOLULU, HI 96813-0000

Employer Identification Number:  
72-1595460  
DLN:  
17053075032025  
Contact Person:  
DANIEL F FRISCH ID# 95116  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
December 31  
Public Charity Status:  
170(b)(1)(A)(vi)  
Form 990 Required:  
Yes  
Effective Date of Exemption:  
November 12, 2003  
Contribution Deductibility:  
Yes  
Advance Ruling Ending Date:  
December 31, 2007

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. During your advance ruling period, you will be treated as a public charity. Your advance ruling period begins with the effective date of your exemption and ends with advance ruling ending date shown in the heading of the letter.

Shortly before the end of your advance ruling period, we will send you Form 8734, Support Schedule for Advance Ruling Period. You will have 90 days after the end of your advance ruling period to return the completed form. We will then notify you, in writing, about your public charity status.

Please see enclosed Information for Exempt Organizations Under Section 501(c)(3) for some helpful information about your responsibilities as an exempt organization.

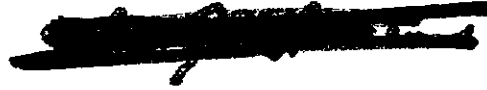
Letter 1045 (DO/CG)



KA OHANA O KALAUAPAPA

We have sent a copy of this letter to your representative as indicated in your power of attorney.

Sincerely,

A thick black horizontal bar redacting the signature of Lois G. Lerner.

Lois G. Lerner  
Director, Exempt Organizations  
Rulings and Agreements

Enclosures: Information for Organizations Exempt Under Section 501(c)(3)

KA OHANA O KALAUPAPA

INFORMATION FOR ORGANIZATIONS EXEMPT UNDER SECTION 501(c)(3)

WHERE TO GET FORMS AND HELP

Forms and instructions may be obtained by calling toll free 1-800-829-3676, through the Internet Web Site at [www.irs.gov](http://www.irs.gov), and also at local tax assistance centers.

Additional information about any topic discussed below may be obtained through our customer service function by calling toll free 1-877-829-5500 between 8:30 a.m. - 5:30 p.m. Eastern time.

NOTIFY US ON THESE MATTERS

If you change your name, address, purposes, operations or sources of financial support, please inform our TR/GR Customer Account Services Office at the following address: Internal Revenue Service, P.O. Box 2508, Cincinnati, Ohio 45201. If you amend your organizational document or by-laws, or dissolve your organization, provide the Customer Account Services Office with a copy of the amended documents. Please use your employer identification number on all returns you file and in all correspondence with the Internal Revenue Service.

FILING REQUIREMENTS

In your exemption letter we indicated whether you must file Form 990, Return of Organization Exempt From Income Tax. Form 990 (or Form 990-EZ) is filed with the Ogden Submission Processing Center, Ogden UT 84201-0027.

You are required to file a Form 990 only if your gross receipts are normally more than \$25,000.

If your gross receipts are normally between \$25,000 and \$100,000, and your total assets are less than \$250,000, you may file Form 990-EZ. If your gross receipts are over \$100,000, or your total assets are over \$250,000, you must file the complete Form 990. The Form 990 instructions show how to compute your "normal" receipts.

Form 990 Schedule A is required for both Form 990 and Form 990-EZ.

If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. There are penalties for failing to timely file a complete return. For additional information on penalties, see Form 990 instructions or call our toll free number.

If your receipts are below \$25,000, and we send you a Form 990 Package, follow the instructions in the package on how to complete the limited return to advise us that you are not required to file.

If your exemption letter states that you are not required to file Form 990, you

Letter 1045 (DO/CG)

KA OHANA O KALAUPAPA

are exempt from these requirements.

UNRELATED BUSINESS INCOME TAX RETURN

If you receive more than \$1,000 annually in gross receipts from a regular trade or business you may be subject to Unrelated Business Income Tax and required to file Form 990-T, Exempt Organization Business Income Tax Return. There are several exceptions to this tax.

1. Income you receive from the performance of your exempt activity is not unrelated business income.
2. Income from fundraisers conducted by volunteer workers, or where donated merchandise is sold, is not unrelated business income.
3. Income from routine investments such as certificates of deposit, savings accounts, or stock dividends is usually not unrelated business income.

There are special rules for income derived from real estate or other investments purchased with borrowed funds. This income is called "debt financed" income. For additional information regarding unrelated business income tax see Publication 598, Tax on Unrelated Business Income of Exempt Organizations, or call our toll free number shown above.

PUBLIC INSPECTION OF APPLICATION AND INFORMATION RETURN

You are required to make your annual information return, Form 990 or Form 990-EZ, available for public inspection for three years after the later of the due date of the return, or the date the return is filed. You are also required to make available for public inspection your exemption application, any supporting documents, and your exemption letter. Copies of these documents are also required to be provided to any individual upon written or in person request without charge other than reasonable fees for copying and postage. You may fulfill this requirement by placing these documents on the Internet. Penalties may be imposed for failure to comply with these requirements. Additional information is available in Publication 557, Tax-Exempt Status for Your Organization, or you may call our toll free number shown above.

FUNDRAISING

Contributions to you are deductible only to the extent that they are gifts and no consideration is received in return. Depending on the circumstances, ticket purchases and similar payments in conjunction with fundraising events may not qualify as fully deductible contributions.

CONTRIBUTIONS OF \$250 OR MORE

Donors must have written substantiation from the charity for any charitable contribution of \$250 or more. Although it is the donor's responsibility to obtain written substantiation from the charity, you can assist donors by

KA OHANA O KALAUPAPA

providing a written statement listing any cash contribution or describing any donated property.

This written statement must be provided at the time of the contribution. There is no prescribed format for the written statement. Letters, postcards and electronic (e-mail) or computer-generated forms are acceptable.

The donor is responsible for the valuation of donated property. However, your written statement must provide a sufficient description to support the donor's contribution. For additional information regarding donor substantiation, see Publication 1771, Charitable Contributions - Substantiation and Disclosure Requirements. For information about the valuation of donated property, see Publication 561, Determining the Value of Donated Property.

**CONTRIBUTIONS OF MORE THAN \$75 AND  
CHARITY PROVIDES GOODS OR SERVICES**

You must provide a written disclosure statement to donors who receive goods or services from you in exchange for contributions in excess of \$75.

Contribution deductions are allowable to donors only to the extent their contributions exceed the value of the goods or services received in exchange. Ticket purchases and similar payments in conjunction with fundraising events may not necessarily qualify as fully deductible contributions, depending on the circumstances. If your organization conducts fundraising events such as benefit dinners, shows, membership drives, etc., where something of value is received, you are required to provide a written statement informing donors of the fair market value of the specific items or services you provided in exchange for contributions of more than \$75.

You should provide the written disclosure statement in advance of any event, determine the fair market value of any benefit received, determine the amount of the contribution that is deductible, and state this information in your fundraising materials such as solicitations, tickets, and receipts. The amount of the contribution that is deductible is limited to the excess of any money (and the value of any property other than money) contributed by the donor less the value of goods or services provided by the charity. Your disclosure statement should be made, no later than, at the time payment is received. Subject to certain exceptions, your disclosure responsibility applies to any fundraising circumstances where each complete payment, including the contribution portion, exceeds \$75. For additional information, see Publication 1771 and Publication 526, Charitable Contributions.

**EXCESS BENEFIT TRANSACTIONS**

Excess benefit transactions are governed by section 4958 of the Code. Excess benefit transactions involve situations where a section 501(c)(3) organization provides an unreasonable benefit to a person who is in a position to exercise substantial influence over the organization's affairs. If you believe there may be an excess benefit transaction involving your organization, you should report the transaction on Form 990 or 990-EZ. Additional information can be

KA OHANA O KALAUPAPA

found in the instructions for Form 990 and Form 990-EZ, or you may call our toll free number to obtain additional information on how to correct and report this transaction.

#### EMPLOYMENT TAXES

If you have employees, you are subject to income tax withholding and the social security taxes imposed under the Federal Insurance Contribution Act (FICA). You are required to withhold Federal income tax from your employee's wages and you are required to pay FICA on each employee who is paid more than \$100 in wages during a calendar year. To know how much income tax to withhold, you should have a Form W-4, Employee's Withholding Allowance Certificate, on file for each employee. Organizations described in section 501(c)(3) of the Code are not required to pay Federal Unemployment Tax (FUTA).

Employment taxes are reported on Form 941, Employer's Quarterly Federal Tax Return. The requirements for withholding, depositing, reporting and paying employment taxes are explained in Circular E, Employer's Tax Guide, (Publication 15), and Employer's Supplemental Tax Guide, (Publication 15-A). These publications explain your tax responsibilities as an employer.

#### CHURCHES

Churches may employ both ministers and church workers. Employees of churches or church-controlled organizations are subject to income tax withholding, but may be exempt from FICA taxes. Churches are not required to pay FUTA tax. In addition, although ministers are generally common law employees, they are not treated as employees for employment tax purposes. These special employment tax rules for members of the clergy and religious workers are explained in Publication 517, Social Security and Other Information for Members of the Clergy and Religious Workers. Churches should also consult Publications 15 and 15-A. Publication 1828, Tax Guide for Churches and Religious Organizations, also discusses the various benefits and responsibilities of these organizations under Federal tax law.

#### PUBLIC CHARITY STATUS

Every organization that qualifies for tax-exemption as an organization described in section 501(c)(3) is a private foundation unless it falls into one of the categories specifically excluded from the definition of that term [referred to in section 509(a)(1), (2), (3), or (4)]. In effect, the definition divides these organizations into two classes, namely private foundations and public charities.

Public charities are generally those that either have broad public support or actively function in a supporting relationship to those organizations.

Public charities enjoy several advantages over private foundations. There are certain excise taxes that apply to private foundations but not to public charities. A private foundation must also annually file Form 990-PF, Return of Private Foundation, even if it had no revenue or expenses.

KA OHANA O KALAUPAPA

The Code section under which you are classified as a public charity is shown in the heading of your exemption letter. This determination is based on the information you provided and the request you made on your Form 1023 application. Please refer to Publication 557 for additional information about public charity status.

GRANTS TO INDIVIDUALS

The following information is provided for organizations that make grants to individuals. If you begin an individual grant program that was not described in your exemption application, please inform us about the program.

Funds you distribute to an individual as a grant must be made on a true charitable basis in furtherance of the purposes for which you are organized. Therefore, you should keep adequate records and case histories that demonstrate that grants to individuals serve your charitable purposes. For example, you should be in a position to substantiate the basis for grants awarded to individuals to relieve poverty or under a scholarship or education loan program. Case histories regarding grants to individuals should show names, addresses, purposes of grants, manner of selection, and relationship (if any) to members, officers, trustees, or donors of funds to you.

For more information on the exclusion of scholarships from income by an individual recipient, see Publication 520, Scholarships and Fellowships.

*Ka'ohane O Kalaupapa*

*72 1595468* Page 11

**Part X Public Charity Status (Continued)**

- e 509(a)(4)—an organization organized and operated exclusively for testing for public safety.
- f 509(a)(1) and 170(b)(1)(A)(iv)—an organization operated for the benefit of a college or university that is owned or operated by a governmental unit.
- g 509(a)(1) and 170(b)(1)(A)(vi)—an organization that receives a substantial part of its financial support in the form of contributions from publicly supported organizations, from a governmental unit, or from the general public.
- h 509(a)(2)—an organization that normally receives not more than one-third of its financial support from gross investment income and receives more than one-third of its financial support from contributions, membership fees, and gross receipts from activities related to its exempt functions (subject to certain exceptions).
- i A publicly supported organization, but unsure if it is described in 5g or 5h. The organization would like the IRS to decide the correct status.

6 If you checked box g, h, or i in question 5 above, you must request either an advance or a definitive ruling by selecting one of the boxes below. Refer to the instructions to determine which type of ruling you are eligible to receive.

- a Request for Advance Ruling: By checking this box and signing the consent, pursuant to section 6501(c)(4) of the Code you request an advance ruling and agree to extend the statute of limitations on the assessment of excise tax under section 4940 of the Code. The tax will apply only if you do not establish public support status at the end of the 5-year advance ruling period. The assessment period will be extended for the 5 advance ruling years to 8 years, 4 months, and 15 days beyond the end of the first year. You have the right to refuse or limit the extension to a mutually agreed-upon period of time or issue(s). Publication 1035, *Extending the Tax Assessment Period*, provides a more detailed explanation of your rights and the consequences of the choices you make. You may obtain Publication 1035 free of charge from the IRS web site at [www.irs.gov](http://www.irs.gov) or by calling toll-free 1-800-829-3676. Signing this consent will not deprive you of any appeal rights to which you would otherwise be entitled. If you decide not to extend the statute of limitations, you are not eligible for an advance ruling.

Consent to extend period of limitations upon assessment of tax under section 4940 of the Internal Revenue Code

For Organization

*[Redacted Signature]*  
(Signature of Officer, Director, Trustee, or other authorized official)

*Colan Hamala* *3/2/05*  
-----  
(Type or print name of signer) (Date)  
*Drector*  
-----  
(Type or print title or authority of signer)

For Director, Exempt Organizations

By *[Redacted Signature]* Date SEP 20 2005

- b Request for Definitive Ruling: Check this box if you have completed one tax year of at least 8 full months and you are requesting a definitive ruling. To confirm your public support status, answer line 6b(i) if you checked box g in line 5 above. Answer line 6b(ii) if you checked box h in line 5 above. If you checked box i in line 5 above, answer both lines 6b(i) and (ii).

- (i) (a) Enter 2% of line 8, column (e) on Part IX-A, Statement of Revenues and Expenses. \_\_\_\_\_
- (b) Attach a list showing the name and amount contributed by each person, company, or organization whose gifts totaled more than the 2% amount. If the answer is "None," check this box.
- (ii) (a) For each year amounts are included on lines 1, 2, and 9 of Part IX-A, Statement of Revenues and Expenses, attach a list showing the name of and amount received from each disqualified person. If the answer is "None," check this box.
- (b) For each year amounts are included on line 9 of Part IX-A, Statement of Revenues and Expenses, attach a list showing the name of and amount received from each payer, other than a disqualified person, whose payments were more than the larger of (1) 1% of line 10, Part IX-A, Statement of Revenues and Expenses, or (2) \$5,000. If the answer is "None," check this box.

- 7 Did you receive any unusual grants during any of the years shown on Part IX-A, Statement of Revenues and Expenses? If "Yes," attach a list including the name of the contributor, the date and amount of the grant, a brief description of the grant, and explain why it is unusual.  Yes  No

DEPARTMENT OF COMMERCE AND CONSUMER AFFAIRS  
BUSINESS REGISTRATION DIVISION

STATE OF HAWAII  
P.O. Box 40  
Honolulu, HI 96810

FILED 11/12/2003 08:43 AM  
Business Registration Division  
DEPT. OF COMMERCE AND  
CONSUMER AFFAIRS  
State of Hawaii

Articles of Incorporation of  
Ka 'Ohana O Kalaupapa

The undersigned, desiring to form a nonprofit corporation under the laws of the State of Hawaii, certifies as follows:

I

The name of the corporation shall be Ka 'Ohana O Kalaupapa

II

The mailing address of the corporation's initial principal office is:

P.O. Box 8  
Kalaupapa,  
Hawaii 96742

III

The corporation shall have and continuously maintain in the State of Hawaii a registered office and a registered agent. The agent may be an individual resident of Hawaii, a domestic entity or a foreign entity authorized to transact business in the State, whose business office is identical with the registered office.

a. The name and address of the corporation's registered agent in the State of Hawaii is Elizabeth Kuulei Bell

b. The street address of the corporation's initial registered office in the State of Hawaii is: 189 Kaiulani Street, Kalaupapa HI 96742

IV

Section 1. The corporation is organized for the purposes of: (a) educational, charitable and preservation activities relating to Kalaupapa and its community; and (b) transacting any or all lawful activities permitted nonprofit corporations pursuant to Hawaii Revised Statutes Chapter 414D.



**Section 2.** In furtherance of said purposes, the corporation shall have all powers, rights, privileges and immunities, and shall be subject to all of the liabilities conferred or imposed by law upon corporations of this nature, and shall be subject to and have all the benefits of all general laws with respect to corporations.

**Section 3.** The corporation is organized exclusively for charitable, religious, educational and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal code.

**V**

The names and addresses of the incorporators are:

Elizabeth Kuulei Bell, PO Box 135, Kalaupapa HI 96742

---

Clarence Kahilihiwa, PO Box 56, Kalaupapa HI 96742

---

Winifred Harada, PO Box 87, Kalaupapa HI 96742

---

**VI**

The corporation has [no] members.

**VII**

**Section 1.** The corporation is nonprofit in nature, and shall not authorize or issue shares of stock. No dividends shall be paid and no part of the income or profit of the corporation shall be distributed to its members, directors, or officers, except for services actually rendered to the corporation.

**Section 2.** No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

**Section 3.** Notwithstanding any other provision of these Articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal



## **Ka 'Ohana O Kalaupapa Bylaws**

### **Article I: Name, Purpose and Seal**

#### **1.10 Name**

The name of the corporation is Ka 'Ohana O Kalaupapa

#### **1.20 Purpose**

The purpose of the corporation is a] educational, charitable and preservation activities relating to Kalaupapa and its community; and (b) transacting all lawful activities permitted nonprofit corporations by Hawai'i Revised Statutes Chapter 414D.

#### **1.30 Non-profit**

The corporation is organized exclusively for charitable, religious, educational and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal code.

#### **1.40 Corporate Seal**

The Corporation shall have no seal.

### **Article II: Board of Directors**

#### **2.10 Board of Directors**

The property and affairs of the corporation shall be managed by a Board of Directors consisting of up to 13 members and not less than seven. The Board of Directors shall exercise all lawful authority for that purpose. Board members will be serving to fulfill the mission statement and vision statement which reflect the priorities of the Kalaupapa patients, their family members and the community.

#### **2.20 Meetings**

The Board of Directors shall have an annual meeting in Kalaupapa on the first Saturday in August or at a place and on a date proximate thereto, as selected by the prior agreement of all directors, and may have additional meetings at such other times and places as appropriate. If necessary, any meeting of the Board of Directors may be held by a telephone conference.

#### **2.30 Quorum**

A majority of directors shall constitute a quorum. In all matters, the members of the Board of Directors shall strive to obtain a unanimous consensus, but, lacking a consensus, a majority of the directors present at any meeting where there is a quorum shall rule.

#### **2.40 Election**

New directors will be elected by their predecessor members of the Board of Directors at an annual meeting, to serve until their successors are elected. Directors may succeed themselves in office.

#### **2.50 Term**

Each Director shall be elected for a term of two years. Directors on the initial board shall be appointed to staggered terms with approximately one-third serving two-year terms, approximately one-third serving four-year terms and approximately one-third serving six-year terms.

#### **2.60 Vacancies**

The remaining member or members of the Board of Directors, even if less than a quorum, shall designate new directors to serve the rest of the unexpired terms of any vacancies arising on the Board of Directors between elections held at annual meetings.

#### **2.70 Removal**

A Director may be removed without cause by the vote of not less than two-thirds of the Directors then in office.

#### **2.80 Notice**

Notice of any meetings of the Board of Directors shall be given by written notice mailed by any director at least 10 days before each such meeting, except that the directors may waive such notice and act at any meeting or otherwise as permitted by the laws governing nonprofit corporations in the State of Hawai'i.

### **Article III: Officers**

#### **3.10 Election**

The Board of Directors shall elect officers of the corporation, including a president, a vice president, a secretary and a treasurer, to serve at the pleasure of the Board.

#### **3.20 President**

The President of the corporation shall be a patient resident of Kalaupapa or a family member of someone sent to Kalaupapa as a patient.

The President of the corporation will preside at meetings of the Board of Directors and shall have the power to sign contracts, notes, minutes of meetings, and all other instruments approved by the Board of Directors. The President may appoint for a specified term any qualified person to any standing or special committee provided by these By-Laws or established by any resolution of the Board of Directors.

#### **3.30 Vice-President**

The Vice-President shall assist all officers, as necessary, to assure the fulfillment of the purposes of the corporation. In case of the absence of the President from any meeting of the Board of Directors, the Vice-President will preside.

#### **3.40 Secretary**

The Secretary of the corporation will keep minutes of all meetings of the Board of Directors

and shall maintain the general records of the corporation and undertake such acts as may be necessary to keep the corporation in good standing in the State of Hawaii and in any jurisdiction approved by the Board of Directors for the conduct of corporate activities.

#### **3.50 Treasurer**

The Treasurer will keep the financial books and records of the corporation, and report upon same to the Board of Directors at least annually. The signature of both the Treasurer and also the signature of any other officer must jointly appear on all checks issued on any account of the corporation. Any payment or allocation of corporate funds or resources must be approved by the Board of Directors either specifically or as an item of an authorized budget or a purpose established by a resolution of the Board of Directors and designated for expenditures.

### **Article IV: Members and Committees**

#### **4.10 Members**

The corporation shall have no members.

#### **4.20 Committees**

The Board of Directors may establish by resolution any standing or special committees that may be deemed necessary in the exercise of their discretion.

#### **4.30 Governance**

The governance of, qualification for and terms of membership, duties and direction of all corporate committees shall be established by such guidelines as may from time to time be set forth in resolutions of the Board of Directors.

### **Article V: Indemnification**

#### **5.10 Generally**

The corporation may indemnify the members of the Board of Directors, all corporate committees, and corporate agents and employees to the full extent allowed by laws governing nonprofit corporations in the State of Hawai'i.

#### **5.20 Bonds and Insurance**

The Board of Directors may obtain such bonds and insurance as may be deemed appropriate in its discretion to accomplish indemnification and related purposes.

### **Article VI: Miscellaneous Matters**

#### **6.10 Fiscal Year**

The fiscal year of the corporation shall be the calendar year. The Board of Directors are empowered to determine an alternative fiscal year by resolution.

#### **6.20 Amendment of Articles of Incorporation**

The Articles of Incorporation may be amended according to such procedures as are provided by the laws governing nonprofit corporations in the State of Hawai'i.

**6.30 Amendment of By-Laws**

The By-Laws may be amended by a resolution receiving the affirmative vote of not less than two-thirds of the directors following written notice of not less than ten days setting forth the proposed amendment.

**6.40 Dissolution**

Dissolution of the corporation may be accomplished as provided by the laws governing nonprofit corporations in the State of Hawai'i, as limited by the Articles of Incorporation.

**Certification**

I certify that the foregoing By-Laws of Ka `Ohana O Kalaupapa, Inc. were adopted by the incorporators at their organizational meeting held on the day of Oct. 18, 2003, and were ratified by the first regular Board of Directors at their first meeting held on the day of April 17, 2004.

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**Valerie Monson, secretary**