

House District 5
Senate District 3

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

Log No: 150-0
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): _____

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

1. APPLICANT INFORMATION:
Legal Name of Requesting Organization or Individual:
Kids of Kona
Dba: Kids of Kona
Street Address: 82-1006 Koa Road
Captain Cook, HI 96704
Mailing Address: P.O. Box 667
Captain Cook, HI 96704

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:
Name CHANTAL CHUNG
Title Executive Assistant to the Board of Directors
Phone # 808-937-9800
Fax # _____
e-mail kidsofkona@hotmail.com

3. TYPE OF BUSINESS ENTITY:
 NON PROFIT CORPORATION
 FOR PROFIT CORPORATION
 LIMITED LIABILITY COMPANY
 SOLE PROPRIETORSHIP/INDIVIDUAL
4. FEDERAL TAX ID #: _____
5. STATE TAX ID #: _____
6. SSN (IF AN INDIVIDUAL): _____

7. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:
Request for operating funds to increase organizational capacity and complete the planning, evaluation, program development and design process which will enable us to develop our site and build a community resource center to serve the community of South Kona, Hawaii Island.
8. FISCAL YEARS AND AMOUNT OF STATE FUNDS REQUESTED:
FY 2008-2009 \$ 113,300.00

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 \$ 10,000

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:
[Signature]
AUTHORIZED SIGNATURE

STEPHEN CORNACCHIA, VICE PRESIDENT-BOARD OF DIRECTORS
NAME & TITLE
1/26/2008
DATE SIGNED

Application for Grants and Subsidies

I. Background and Summary

This section shall clearly and concisely summarize and highlight the contents of the request in such a way as to provide the State Legislature with a broad understanding of the request. Include the following:

1. A BRIEF description of the applicant's background

Kids of Kona was started in 2005 and incorporated in March 2007. The organization is governed by a Board of Directors and guided by Community Advisory Boards, all of which are diverse and community-based. The organization was started to address the many issues facing the ethnically, culturally and economically diverse South Kona community, with a special focus on helping youth and families. In August 2007 we received our Letter of Determination from the IRS recognizing our tax-exempt status under section 501(c)(3) of the Internal Revenue Code. See Appendix A Letter of Determination.

We have garnered the support of Kamehameha Schools (KSBE), which has generously offered the use of a 5.54 acre parcel in Honaunau to develop into a community resource center. KSBE has granted us a Right of Entry which is intended by both KSBE and Kids of Kona to lead to a long term lease. See Appendix L Facilities: Letter from KSBE, Right of Entry and TMK Map.

We have also received \$10,000.00 for Community Programs from the Harry and Jeanette Weinberg Trust in December 2007.

2. The goals and objectives related to the request

The mission of Kids of Kona is to promote and provide quality programs, activities, and services that will strengthen and improve the quality of life for youth and families through:

- ❖ **Substance Abuse Prevention:** preventing and reducing substance abuse among youth and families in the community through the promotion of education and positive activities.
- ❖ **Arts and Culture:** creating and supporting arts and cultural programs and activities within the community.
- ❖ **Community Support:** creating a gathering place for the community to enrich and enhance family life, community life, and individual development in an environment open to all. Engaging community members and organizations in collaborative projects, working together to identify and clarify community needs and develop solutions to create a more vibrant and healthy community.

The long-term goal of Kids of Kona is to build and maintain a community resource center in Honaunau on Hawaii Island, creating and supporting the programs and services that are consistent with our mission and purposes. The short-term goal to be completed in fiscal year 2008-2009, is to increase organizational capacity and complete the planning, evaluation and design process which will enable us to embark upon a major capital campaign to develop our site and build the community resource center. See attached Appendix B Goals and Milestones Document.

3. State the public purpose and need to be served

There are several issues that exist in the South Kona community, including:

- ❖ No central multi-purpose community resource facility.
- ❖ Need for more integrated planning for youth, family and individual development facilities and activities.
- ❖ Decline in past 10-20 years of school-based activities.
- ❖ High cost of living leads many parents to work multiple jobs and children to be alone after-school.
- ❖ Large disparity in family income and education levels
- ❖ Minimal public transportation system
- ❖ Substance abuse and other anti-social behaviors

Many of these issues were raised in the Community Needs Assessment conducted by Hawaii County in connection with its Kona Community Development Plan (KCDP). See Appendix C explaining how the Kona CDP supports our goals and Memo from David Wills, Treasurer-Kids of Kona.

The 2003 Hawaii Student Alcohol, Tobacco, and Other Drug (ATOD) Use Study for the South Kona Community assessed adolescent substance use and related behaviors, and risk and protective factors that predict those behaviors among Hawaii students in grades 6 through 12. This study found that the percentages of students that were abusing and dependent on alcohol and other drugs steadily climbed from 6th grade to 12th grade:

6 th	7 th	8 th	9 th	10 th	11 th	12 th
0.8%	6.6%	3.3%	11.6%	32.5%	33.7%	39.6%

This study found that the accumulation of risk factors such as community disorganization, exposure to community/family ATOD use, and poor family supervision increased the probability of substance use and other problem behaviors¹. The accumulation of protective factors including social bonding to family, school, community and peers, healthy beliefs, clear standards for behavior and individual characteristics decreased the student's probability of substance abuse and other problem behaviors. For bonding to be effective as a

¹ Suspension from school, drunk/high at school, selling illegal drugs, stealing or trying to steal a vehicle, being arrested, attacking someone with intention to harm, carrying a handgun, taking a handgun to school.

protective factor it must occur through involvement with peers and adults who communicate healthy values and set clear standards for behavior.

"In the current study, less than 8% of the students diagnosed with a substance abuse problem had 7-10 protective factors. In comparison, over half (58%) of the students diagnosed with a substance abuse problem had less than 4 protective factors, and approximately one third (34%) of the students diagnosed with a substance abuse problem had 4 to 6 protective factors...Students with a low number of protective factors are a great risk for having or developing a serious substance abuse problem or for engaging in antisocial behaviors. On the other hand, students with a high number of protective factors are less likely to use substances or engage in antisocial behaviors."²

4. Describe the target population to be served

This South Kona area is ethnically, culturally and economically diverse.

- ❖ **Primarily rural and agricultural** in nature.
- ❖ **Lower Population Density:** 36.0/sq. mile (State=188.6/sq.mile)
- ❖ **South Kona Median Age: 40.4**-Kona is one of the fastest growing areas in the State and has a large percentage of older residents. This raises concerns over economic issues related to long-term growth. An older population also puts greater emphasis on retirement and elderly programs and assistance, which shifts attention away from youth-related programs.
- ❖ **Gender: 49% Female and 50.4% Male**
- ❖ **Race:** Each of the 9 CDPs in the Kona region has a higher number of Caucasian residents than the State of Hawaii. Kahuluu-Keauhou has the highest at 66% and Kealakekua has the lowest at 25%. Kealakekua has the highest percentage of Asians in Kona at 36%. The greatest number of Native Hawaiians/Pacific Islanders reside in Honaunau-Napoopoo at 14%.
- ❖ **Median Income in 2005 \$21,174.00:** Over 30% of income earners in Kealakekua generate less than \$25,000.00. Captain Cook experienced an increase of incomes less than \$10,000.00. Between 1990 and 2000 the number of families living in poverty has increased.

See Appendix D Target Population: Demographics

5. Describe the geographic coverage

The geographic coverage of this project is the South Kona District-Miloli'i, Ho'okena, Kealia, Honaunau/Napo'opo'o, Captain Cook and Kealakekua. See attached Appendix E 2000 Census Designated Places-Hawaii County with the South Kona District highlighted.

² 2003 Hawaii Student ATOD Study, South Kona Community

II. Service Summary and Outcomes

The Service Summary shall include a detailed discussion of the applicant's approach to the request. The applicant shall clearly and concisely specify he results, outcomes, and measures of effectiveness from this request.

1. Describe the scope of work, tasks and responsibilities

The major goals for FY 2008-2009 are:

Planning: Funding Requested from GIA

- ❖ Completed Community Needs Assessment
- ❖ Completed Functional Definitions: Program Site, Design and Staffing
- ❖ Completed Feasibility Study
- ❖ Completed Strategic Plan
- ❖ Completed Business Plan
- ❖ Identify and analyze financial needs and spending based on Strategic and Business Plans
- ❖ Promote and maintain operational effectiveness
- ❖ Marketing, Branding and Communications
- ❖ Building Relationships and Partnerships

Development of Site: Funding Requested from KSBE

- ❖ Acquire Long Term Lease from Kamehameha Schools (KSBE)
- ❖ Site Planning and Development

Program Development: Funding Requested from GIA

- ❖ Develop, Fund and Start Youth, Family and Community Programs: based upon information collected in the Community Needs Assessment and in line with the Strategic Plan

Resource Development: Funding Requested from GIA

- ❖ Develop Funding for Programs
- ❖ Embark upon a major capital campaign to build the community resource center

All planning and activities are joint efforts of staff, Board of Directors members, Community Advisory Board member and Youth Advisory Board members. Day to day implementation and resource development are the responsibility of staff, under the direct supervision of the Executive Committee and other activity specific committees.

See attached Appendix B Goals and Milestones document.

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

Timeline and Deliverables

<p>February-April 2008</p> <p>Funded</p>	<p>Input-Research and Existing Data Process-Surveys and Materials Developed -Research and Existing Data Analyzed -Staff Training: Facilitation Output-Completed Community Needs Assessment Survey -Key Ideas Identified: Research and Existing Data</p>
<p>May-June 2008</p>	<p>Input-Completed Community Needs Assessment Survey: Appendix F -Key Ideas Identified: Research and Existing Data Process-Community Outreach and Meetings: Appendix G Output-Community Needs Data Collected</p>
<p>July-August 2008</p>	<p>Input-Community Needs Data Process-Data Analysis Output-Completed Community Needs Assessment -Functional Definitions: Program, Site Use, Facility, Design, Staffing</p>
<p>September 2008</p>	<p>Input-Completed Community Needs Assessment -Functional Definitions: Programs, Site Use, Facility Design and Staffing Process-Strategic and Business Planning -Evaluation and Assessment Output-Complete Strategic Plan and Business Plan -Complete Feasibility Study</p>
<p>October-December 2008</p>	<p>Input-Complete Strategic Plan and Business Plan -Complete Feasibility Study Process-Program Development (See Appendix K) -Resource Development: Program and Capital -Site Planning and Development -Evaluation and Assessment Output: Pilot programs developed and funded Capital Campaign Started</p>
<p>January-February 2009</p>	<p>Input: Pilot programs developed and funded Capital Campaign Started Process: Advertising and Marketing Acquire adequate supplies and materials Instructors/Cultural Practitioners hired Site Planning and Development Evaluation and Assessment Output: Pilot projects ready to begin</p>
<p>March-June 2009</p>	<p>Input: Pilot projects ready to begin Process: Start up of pilot projects Site Planning and Development Output: Functioning and Sustainable Youth and Community Programs</p>

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

Kids of Kona will use outcomes-based evaluation methods to assess impacts, benefits and changes to our community as a result of our project. The entire project as well as each individual program will be treated as a system that has inputs, activities/processes, outputs and outcomes. We will collect and organize data on inputs (materials and resources the programs use in their activities-equipment, staff, volunteers, facilities, funds); activities/processes conducted, outputs (units of service); outcomes (actual impacts, benefits, and changes for participants during and/or after programs); outcome targets (number and percent of participants to achieve the outcome); and outcome indicators (observable and measurable milestones toward an outcome target or performance standard).

Outcomes will be classified as short term (0-6 months), medium (3-9 months), and long term (6-12 months). At least 1 indicator will be assigned to each outcome. Data collection methods will include but not be limited to questionnaires, interviews, surveys, focus groups and document and record review. Both quantitative and qualitative data will be collected and assessed. These monitoring and assessment processes will be conducted by staff and members of the Board of Directors and Advisory Committees. All outcomes will be compiled and reviewed at the completion of each portion of the project.

4. The applicant shall list the measure(s) of effectiveness that will be reported to the State Agency through which grant funds are appropriated (the expending agency). The measure(s) will provide a standard and objective way for the State to assess the program's achievement or accomplishment. Please note that if the level of appropriation differs from the amount included in this application that the measure(s) of effectiveness will need to be updated and transmitted to the expending agency.

See attached Appendix H Program Logic Models: 1) Start Up and Planning; and 2) Community Needs Assessment; and Appendix I Program Logic Model: Program Development.

B. 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.

We have garnered the support of Kamehameha Schools (KSBE), which has generously offered the use of a 5.54 acre parcel in Honaunau to develop into a community resource center. KSBE has granted us a Right of Entry which is intended by both KSBE and Kids of Kona to lead to a long term lease. See Appendix L Facilities: Letter from KSBE, Right of Entry and TMK Map.

V. 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 this request. The applicant shall provide the qualifications and experience of personnel for the request and shall describe its ability to supervise, train and provide administrative direction relative to the request.

We will fund the position of one (1) 3/4 time staff, the Executive Assistant to the Board of Directors (EABD). The EABD functions with authority from the Board of Directors and reports to the Executive Committee. The Board of Directors actively partners with the EABD by providing the authorization, resources, affirmation, involvement and empowerment necessary for the successful realization of the responsibilities of the position. The EABD is responsible for the day-to-day operations of the organization within parameters set by the Board of Directors. See Appendix J Experience and Capability: Chantal Chung Resume/EABD Job Description.

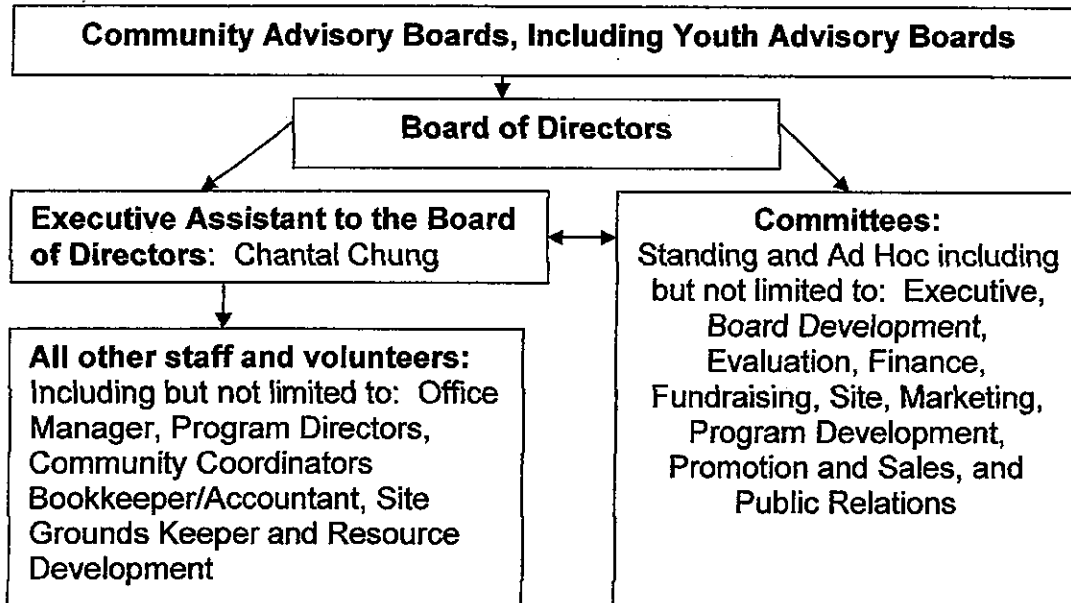
The EABD extensive experience in the following areas:

- ❖ Personnel Supervision and Training
- ❖ Resource Development
- ❖ Program and Contract Administration: Private Foundations, Individual Donors and State (Hawaii State Foundation on Culture and the Arts) grant programs-Art of Learning and Art of Community FY 04-05 and FY 05-06
- ❖ Organizational Administration: Former Executive Director for the Society for Kona's Education and Art (SKEA)

We will hire 1 part-time Community Coordinator, 1 part-time Program Director and 1 part-time Office Assistant. These staff members will report to the EABD and any activity specific committees. These staff members will be chosen for their previous experience and abilities. They will also be South Kona community members with extensive ties to the community.

B. Organizational Chart

The applicant shall illustrate the position of each staff and line of responsibility/supervision. If the request is part of a large, multi-purpose organization, include an organizational chart that illustrates the placement of this request.



VI. Other

A. Litigation

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

Kids of Kona is not a party to any pending litigation or outstanding judgments.

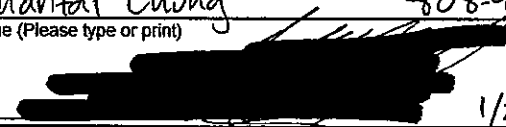
B. Licensure or Accreditation

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

- Vice President: Stephen Cornacchia
BS from Rochester Institute of Technology (RIT)
- Treasurer: David Wills
Wharton Graduate Division (MBA)
- Board: Carolyn Machado
Colorado State University, BS Business Administration
- Board: Marcus Medler
University of Wisconsin BA and MS
- Staff: Chantal Chung
Studying towards a BA in Business Administration

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

Applicant: Kids of Kona

BUDGET CATEGORIES	Total State Funds Requested (a)	Atherton Foundation (b)	CBED (c)	KSBE Aina Ulu (d)	All Others (e)
A. PERSONNEL COST					
1. Staff: Independent Contactors - 1099	53,000	1,500	5,900	10,000	6,150
TOTAL PERSONNEL COST	53,000	1,500	5,900	10,000	6,150
B. OTHER CURRENT EXPENSES					
1. Airfare, Inter-Island	2,000			2,000	250
2. Insurance	1,500				
3. Lease/Rental of Equipment	2,500			2,500	
4. Lease/Rental of Space	5,000	100	200	5,000	
5. Staff Training	2,500				500
6. Supplies - Office	2,500		450		1,200
7. Supplies - Program Materials	5,000			5,000	700
8. Supplies - Community Meeting	2,500	150	900	1,000	300
9. Telecommunication	1,000				500
10. Utilities	1,500			8,500	250
11. Consultants, Business Planning			20,000		
12. Community Meeting Facilitators			2,500		
13. Program Instructors	15,000			5,000	1,500
14. Cultural Practitioners	10,000			5,000	500
15. Professional Services	2,500			2,500	150
16. Publications and Printing	1,000	200	750		200
17. Advertising/Marketing/Outreach	2,500	150	200		
18. Lodging & Hotels	1,500			1,000	250
19. Telecommunications	1,000				500
20. All Other Current Expenses	800			500	750
TOTAL OTHER CURRENT EXPENSES	60,300	600	25,000	38,000	7,550
C. EQUIPMENT PURCHASES					
D. MOTOR VEHICLE PURCHASES					
E. CAPITAL				77,000	25,300
TOTAL (A+B+C+D+E)	113,300	2,100	30,900	125,000	39,000
SOURCES OF FUNDING		Budget Prepared By: <i>Chantal Chung</i> 808-937-9800 Name (Please type or print) Phone  Signature of Authorized Official Date 1/25/2008			
(a) Total State Funds Requested	113,300				
(b) Atherton	2,100				
(c) CBED	30,900				
(d) KSBE, Aina Ulu	125,000				
(d) All Others	39,000				
TOTAL REVENUE	310,300	Chantal Chung - Executive Assistant to the Name and Title (Please type or print) Board of Directors			

**DECLARATION STATEMENT
APPLICANTS FOR GRANTS AND SUBSIDIES
CHAPTER 42F, HAWAII REVISIED 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:

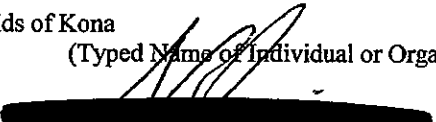
- (1) Is incorporated under the laws of the State; and
- (2) Has bylaws or policies that describe the manner in which the activities or services for which a grant or subsidy is awarded shall be conducted or provided.

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.

Kids of Kona
(Typed Name of Individual or Organization)



(Signature)

Stephen Cornacchia
(Typed Name)

1-26-08

(Date)

Vice President, Board of Directors, Kids of Kona
(Title)

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

DEPARTMENT OF THE TREASURY

Date: **AUG 29 2007**

KIDS OF KONA
C/O CHANTAL CHUNG
PO BOX 667
CAPTAIN COOK, HI 96704

Employer Identification Number:
20-8944350
DLN:
17053219052047
Contact Person: WILLIAM M HARTRICK ID# 31447
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
June 30
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
March 19, 2007
Contribution Deductibility:
Yes
Advance Ruling Ending Date:
June 30, 2011

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.

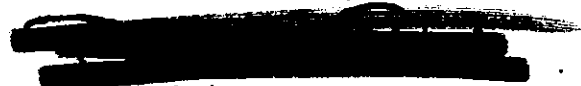
Shortly before the end of your advance ruling period, we will send you Form 8734, Support Schedule for Advance Ruling Period. You will have 90 days after the end of your advance ruling period to return the completed form. We will then notify you, in writing, about your public charity status.

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

-2-

KIDS OF KONA

Sincerely,

A large black rectangular redaction box covers the signature area of the letter.

Robert Choi
Director, Exempt Organizations
Rulings and Agreements

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

Kids of Kona

Goals, Tasks and Milestones

2007-2009

Color Code Key:

- Red=Completed Items
- Green= In Progress: FY 2007-2008
- Blue=FY 2008-2009 Activities
- Black=Ongoing and Annual Items

Appendix B
Goals and Milestones
1 of 5

Kids of Kona Goals and Milestones

Step	Goal/Milestone/Task	Completion Date	Responsibility	Status / Notes
1	Create Organizational Capacity			
1.1	Start Up			
1.1.a	Hold Initial Planning Meetings	12/12/2006	Board	Complete
1.1.b	Form Initial Board of Directors	3/13/2007	Board	Complete
1.1.c	Draft Articles of Incorporation	3/1/2007	Staff/Board	Complete
1.1.d	Draft By Laws	3/1/2007	Staff/Board	Complete
1.1.e	File Articles of Incorporation with Hawaii DCCA	3/19/2007	Staff	Complete
1.1.f	Make amendments: Articles and By Laws	5/15/2007	Staff/Board	Complete
1.1.g	File amendments with the Hawaii DCCA	6/25/2007	Staff	Complete
1.1.h	File Basic Business App.-HI Dept. of Taxation	5/4/2007	Staff	Complete
1.1.i	Hold First Meeting of Board of Directors	3/19/2007	Staff/Board	Complete
1.1.j	Establish Corporate Minute Book	4/24/2007	Staff	Complete
1.1.k	Set up Bookkeeping/Accounting System	May-June 2008	Staff	Seeking Funding
1.1.l	Set Up Bank Account	8/1/2007	Staff/Board	Complete
1.1.m	Develop Fiscal and Operating Procedures/Policies	July-August 2008	Staff/Board	Seeking Funding
1.1.n	Job Descriptions for Board and Staff	7/31/2007	Staff/Board	Complete
1.1.m	Obtain and Maintain General Liability Insurance	6/27/2007	Board	Complete
1.1.n	Obtain and Maintain Directors and Officers Insurance	July-August 2008	Staff/Board	Seeking Funding
1.1.o	Develop and submit Start up/Planning funding proposals	Jan.-Feb 2008	Staff	Complete
1.1.p	Retain legal and financial advisors	3/17/2007	Staff/Board	Complete
1.1.q	Acquire resources for, establish central office	May-June 2008	Staff/Board	Seeking Funding
1.1.r	Create Short Term Fundraising Plan and Budgets	Dec 2007-January 2008	Staff/Board	Complete
1.2	Become Tax Exempt			
1.2.a	File Application for FEIN with IRS	5/1/2007	Staff	Complete
1.2.b	File for Recognition of Exemption w/ IRS	8/2/2007	Staff	Complete
1.2.b.1	Receive Letter of Determination from IRS	9/12/2007	Staff	Complete
1.2.c	File for GET exemption: HI Dept. of Taxation	1/11/2007	Staff	Complete
1.2.c.1	Receive GET exemption: HI Dept. of Taxation	Awaiting Reply	Staff	Awaiting Reply
1.3	Annual Maintenance of Corporate Status and Tax Exemption			
1.3.a	File Form 990 with IRS	Ongoing	Staff/Board	Ongoing
1.3.b	Hold Regularly Scheduled Board Meetings	Ongoing	Staff/Board	Ongoing
1.3.c	Hold Regularly Scheduled Community Advisory Board Meetings	Ongoing	Staff/Board	Ongoing
1.3.d	Hold Regularly Scheduled Youth Advisory Board Meetings	Ongoing	Staff/Board	Ongoing
1.3.e	File Annual Report with Hawaii DCCA	Ongoing	Staff	Ongoing
1.3.f	Stay abreast of all law changes associated with nonprofits	Ongoing	Staff/Board	Ongoing

Kids of Kona Goals and Milestones

Step	Goal/Milestone/Task	Completion Date	Responsibility	Status / Notes
2	Planning			
2.1	Community Needs Assessment			
2.1.a	Existing Data Approach: Information Collected and Compiled	February-April 2008	Staff/Board	In Progress
2.1.b	Attitude Survey Approach: Information Collected and Compiled	May-June 2008	Staff/Board	Seeking Funding
2.1.c	Key Informant Approach: Information Collected and Compiled	May-June 2008	Staff/Board	Seeking Funding
2.1.d	Community Forums: Information Collected and Compiled	May-June 2008	Staff/Board	Seeking Funding
2.1.e	Focus Group Meetings: Information Collected and Compiled	May-June 2008	Staff/Board	Seeking Funding
2.1.f	Complete Community Needs Assessment	July-August 2008	Staff/Board	Seeking Funding
2.1.g	Complete Functional Definitions: Programs, Site, Design, Staffing	July-August 2008	Staff/Board	Seeking Funding
2.2	Strategic and Business Planning			
2.2.a	Complete Long Range Organizational Strategic Plan	Sept-Oct 2008	Staff/Board	Seeking Funding
2.2.b	Complete Long Range Community Resource Center Strategic Plan	Sept-Oct 2008	Staff/Board	Seeking Funding
2.2.c	Complete Organizational Business Plan	Sept-Oct 2008	Staff/Board	Seeking Funding
2.2.d	Complete Community Resource Center Business Plan	Sept-Oct 2008	Staff/Board	Seeking Funding
2.2.e	Complete Feasibility Study	Sept-Oct 2008	Staff/Board	Seeking Funding
2.2.g	Complete Program Development	Sept-Oct 2008	Staff/Board	Seeking Funding
2.2.h	Complete Facility and Site Specifications Statement	Sept-Oct 2008	Staff/Board	Seeking Funding
2.3	Identify and analyze financial needs and spending based on Strategic and Business Plans			
2.3.a	Develop a Long Range Projected Budget	Oct-Dec 2008	Staff/Board	Seeking Funding
2.3.b	Complete Long Range Fundraising Plan	Oct-Dec 2008	Staff/Board	Seeking Funding
2.3.c	Develop a comprehensive case statement for support, based on a long range plan, updated annually	Oct-Dec 2008	Staff/Board	Seeking Funding
2.3.d	Capital Campaign: Prepare grant applications for corporations, foundations, and government agencies	Oct-Dec 2008	Staff/Board	Seeking Funding
2.3.e	Work with volunteers to plan all fundraising events and benefits	Ongoing	Staff/Board	Ongoing
2.3.f	Provide strategic guidance and planning to all committees of fundraising campaigns	Ongoing	Staff/Board	Ongoing
2.4	Promote and Maintain Operational Effectiveness			
2.4.a	Identify, collect and implement non-profit best practices	Ongoing	Staff/Board	Ongoing
2.4.b	Regularly revisit Strategic and Business Plans	Ongoing	Staff/Board	Ongoing
2.5	Marketing, Branding and Communications			
2.5.a	Establish and Maintain Web Site			
2.5.a.1	Purchase Domain www.kidsofkona.org	8/1/2007	Board	Complete

Kids or Kona Goals and Milestones

Step	Goal/Milestone/Task	Completion Date	Responsibility	Status / Notes
2.5.a.2	Web Site Design	Oct-Nov 2008	Staff/Board	Seeking Funding
2.5.b	Establish and maintain a mailing list and newsletter	July-August 2008		
2.5.b.1	Keep an updated database of all contacts	July-August 2008	Staff	Ongoing
2.5.c	Establish and maintain relationships with media	July-August 2008	Staff	
2.5.c.1	Keep a press release file with fax, email and mailing address	July-August 2008	Staff	Ongoing
2.6	Building Relationships and Partnerships			
2.6.a	Maintain Diverse and Active Community Advisory Boards	Ongoing	Staff/Board	Ongoing
2.6.b	Regularly Hold and Attend Community Meetings	Ongoing	Staff/Board	Ongoing
2.6.c	Identify opportunities for collaborative projects/strategic partnerships	Ongoing	Staff/Board	Ongoing
2.6.d	Join Hawaii Alliance of Non Profit Organizations (HANO)	10/1/2007	Staff	Complete
2.6.e	Join Kona/Kohala Chamber of Commerce	July-August 2008	Staff	Seeking Funding
3	Development of Site			
3.1	Acquire Long Term Lease from Kamehameha Schools (KSBE)			
3.1.a	Complete Goal #1: Creating Organizational Capacity		Staff/Board	In Progress
3.1.b	Complete Goal #2 Planning		Staff/Board	Seeking Funding
3.1.c	Submit strategic and business plans to KSBE		Staff/Board	Seeking Funding
3.1.c.1	Submit application for funding and land use to Aina Ulu KSBE	9/18/2007	Staff/Board	Complete
3.1.c.2	Receive Right of Entry	10/2/2007	Staff/Board	Complete
3.1.c.3	Enter into a Formal Option Agreement		Staff/Board	Pending
3.1.d	Request/Negotiate a long term lease agreement from KSBE		Staff/Board	Pending
3.3	Site Planning and Development			
3.3.a	Develop budget for planning and construction	January-Feb 2009	Staff/Board	Seeking Funding
3.3.a.1	Develop and Submit Capital Funding Proposals	January-Feb 2009		
3.3.b	Architectural Design, Building and Grounds	February-March 2009	Staff/Board	Seeking Funding
3.3.c	Topographical Survey: Bids	8/14/2007	Board	Complete
3.3.d	Complete Topographical Survey	January-Feb 2009	Staff/Board	Seeking Funding
3.3.e	Environmental Assessment: Bids	January-Feb 2009	Staff/Board	Seeking Funding
3.3.e.1	Complete Environmental Assessment	February-March 2009	Staff/Board	Seeking Funding
3.3.f	Apply for Special Use Permit	April-May 2009	Staff/Board	Seeking Funding
3.3.g	Permits for Grading, Construction, Water Line	April-May 2009	Staff/Board	Seeking Funding
3.3.h	Demolition of Existing Structures	April-May 2009	Staff/Board	Seeking Funding
3.3.i	Apply for Special Use Permit	January-Feb 2009	Staff/Board	Seeking Funding

Kids of Kona Goals and Milestones

Step	Goal/Milestone/Task	Completion Date	Responsibility	Status / Notes
4	Program Development			
4.1	Develop Youth, Family and Community Programs			
4.4.a	Programs Developed based upon information collected in the Community Needs Assessment and in line with strategic plan			
4.4.b	Clarify desired programs in the identified major program areas	Oct.-Dec. 2008	Staff/Board	Seeking funding
4.4.b.1	Arts, Music and Culture	Oct.-Dec. 2008	Staff/Board	Seeking funding
4.4.b.2	Leadership/Mentoring/Community Action	Oct.-Dec. 2008	Staff/Board	Seeking funding
4.4.b.3	Conservation and Environment	Oct.-Dec. 2008	Staff/Board	Seeking funding
4.4.b.4	Sports	Oct.-Dec. 2008	Staff/Board	Seeking funding
4.4.c	Develop and submit funding proposals for pilot programs	Oct.-Dec. 2008	Staff/Board	Seeking funding
4.4.d	Identify potential collaborations	Oct.-Dec. 2008	Staff/Board	Seeking funding
4.4.e	Form youth and community groups	Dec 2008-Jan 2009	Staff/Board	Seeking funding
4.4.f	Hire adequate staff, cultural practitioners, instructors	Dec 2008-Jan 2009	Staff/Board	Seeking funding
4.4.g	Funding received for pilot programs	Dec 2008-Jan 2009	Staff/Board	Seeking funding
4.4.h	Strong youth enrollment and community participation	Jan-Feb 2009	Staff/Board	Seeking funding
4.4.i	Formalize collaborations with other organizations	Jan-Feb 2009	Staff/Board	Seeking funding
4.4.j	Increase community awareness of project	Jan-Feb 2009	Staff/Board	Seeking funding
4.4.k	Adequate supplies, materials, equipment and facilities acquired	Jan-Feb 2009	Staff/Board	Seeking funding
4.4.l	Pilot projects started	Jan-Feb 2009	Staff/Board	Seeking funding
4.4.m	Programs created and maintained in the identified major program areas	Feb-June 2009	Staff/Board	Seeking funding
4.4.m.1	Arts, Music and Culture	Feb-June 2009	Staff/Board	Seeking funding
4.4.m.2	Leadership/Mentoring/Community Action	Feb-June 2009	Staff/Board	Seeking funding
4.4.m.3	Conservation and Environment	Feb-June 2009	Staff/Board	Seeking funding
4.4.m.4	Sports	Feb-June 2009	Staff/Board	Seeking funding
4.4.n	Conduct regular evaluations to gauge effectiveness: quantitative and qualitative data	Ongoing	Staff/Board	Ongoing

Appendix B
Goals and Milestones
S of S

About the Kona CDP

From the www.hcrc.info/community-planning/community-development-plans.com

What are the Community Development Plans?

Community Development Plans are intended to translate board General Plan Goals, Policies, and Standards into implementation Actions as they apply to specific geographical regions around the Island. CDPs are also intended to *serve as a forum for Community input into land-use, deliver of government services and any other matters relating to the program area.*

The General Plan requires that a Community Development Plan shall be adopted by the County Council as an "ordinance", giving the CDP the force of law. This is in contrast to plans created over past years, adopted by "resolution" that served only as guidelines or reference documents to decision-makers.

The Kona Community Development Plan (KCDP)

It is not mandatory that there be a CDP for each region. The Kona Community Development Plan has been identified as the County's pilot CDP to test new planning and community participation methods.

The Kona CDP will cover the geographic Districts of North Kona, reaching nearly to Waikoloa Village, and South Kona, including the Community of Miloli'i.

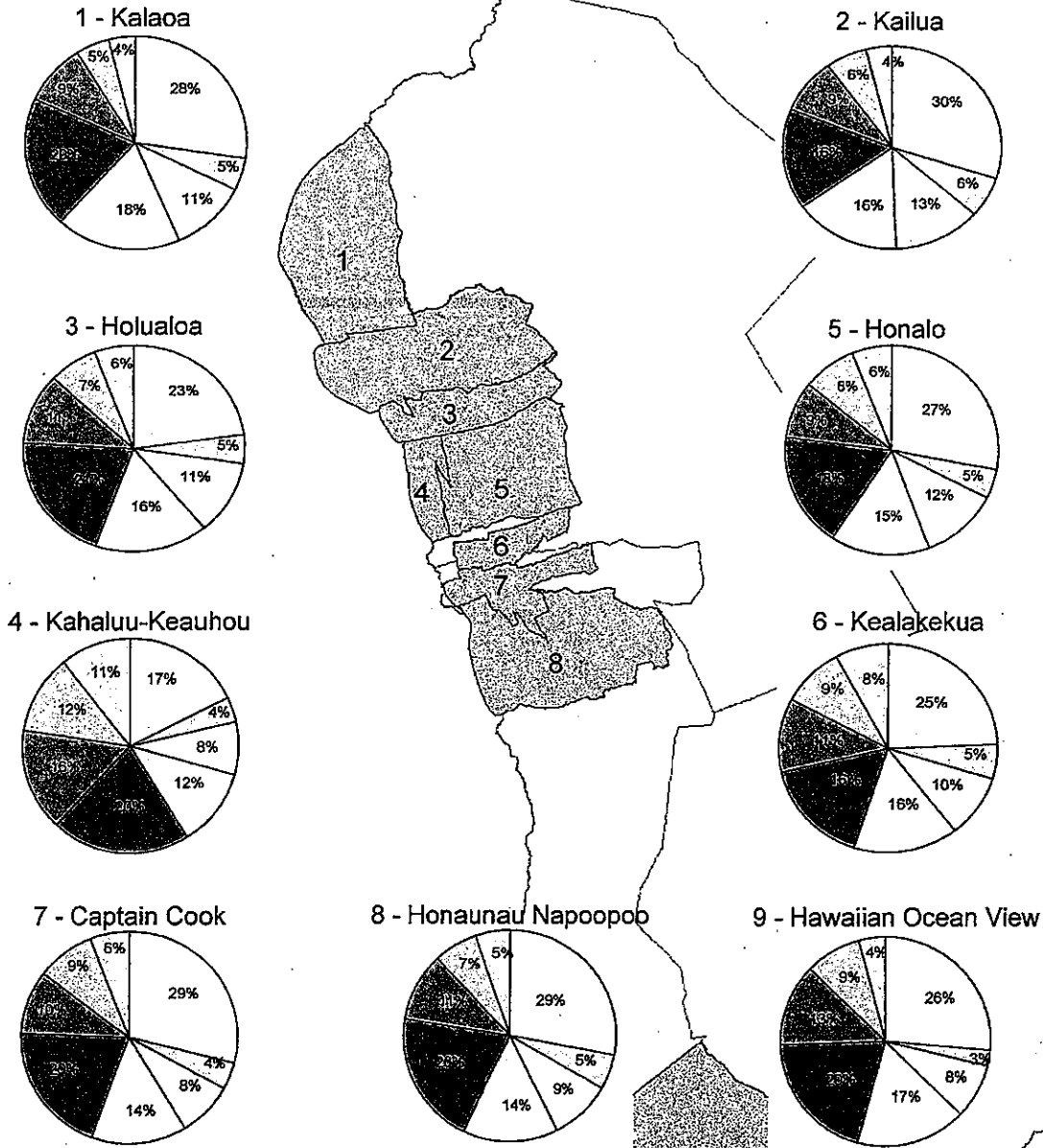
The completed Kona CDP must address each Element of the County General Plan as they apply to the District of Kona. The KCDP will be action-oriented. It will include a combination of land-use amendments, policies, budgetary items, *public-private partnership building, and community-based implementation activities that will be needed to accomplish many kinds of goals.*

Please see attached memo from David Wills, Treasurer-Kids of Kona regarding the Hawaii County Community Needs Assessment conducted for the Kona Community Development Plan.

Summary

Clearly, a community center in South Kona could address many of the needs articulated in the Community Needs Assessment. The design of the grounds needs to be given as much – if not more – attention than the design of the building. A follow-on needs survey conducted by Kids of Kona will greatly aid in the design of the center and the programs sponsored by the organization.

Figure 1: Age, 2000 CDP



Legend

- | | |
|------------|---------------|
| □ Under 19 | ■ 45 to 54 |
| □ 20 to 24 | ■ 55 to 64 |
| □ 25 to 34 | ■ 65 to 74 |
| □ 35 to 44 | □ 75 or older |

Figure 2: Race Alone, 2000 CDP

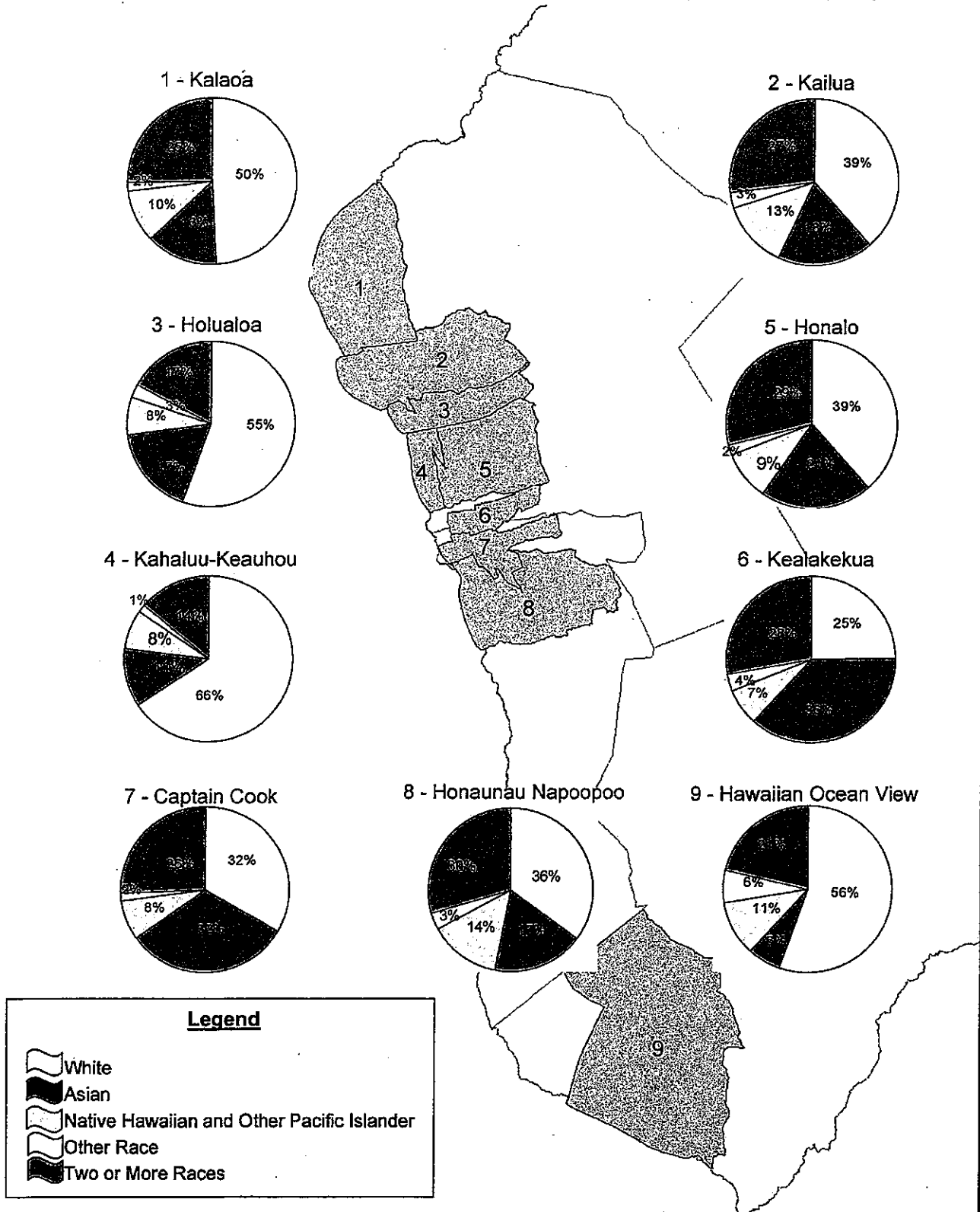
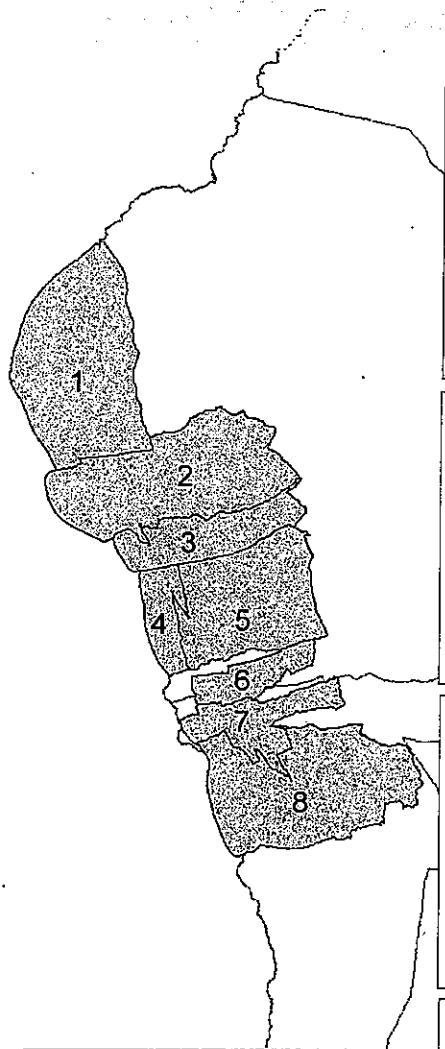


Figure 9: Income, 1990-2000 CDP Comparison



Legend



- 1 Kalaoa
- 2 Kailua
- 3 Holualoa
- 4 Kahaiuu-Keauhou
- 5 Honalo
- 6 Kealakekua
- 7 Captain Cook Hawaiian
- 8 Honaunau Napoopoo
- 9 Hawaiian Ocean View

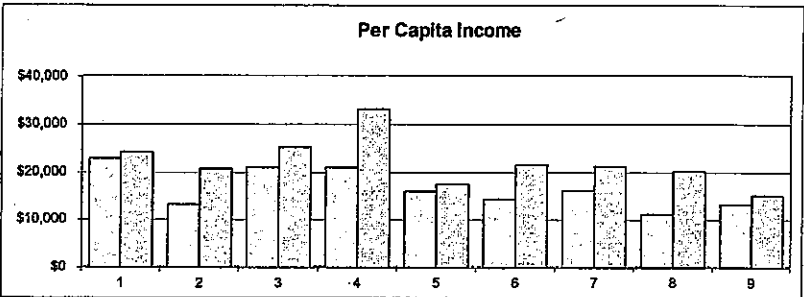
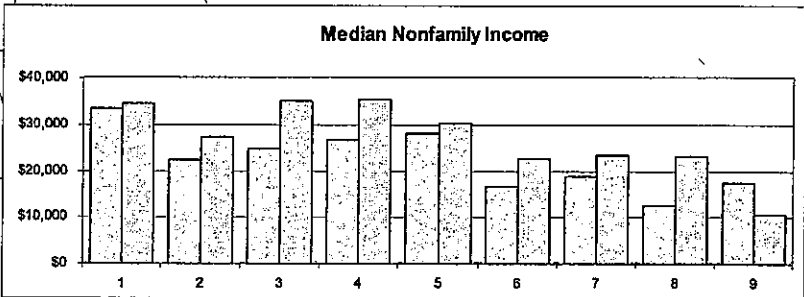
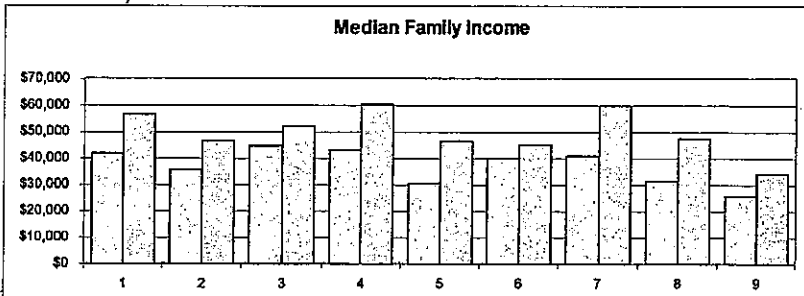
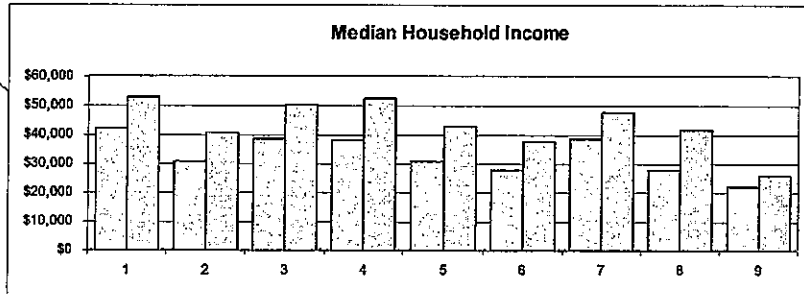
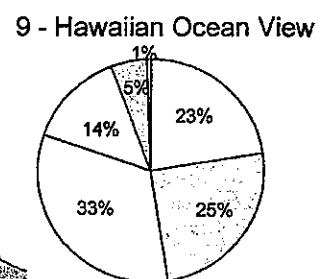
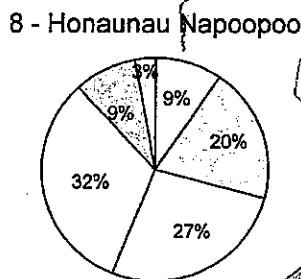
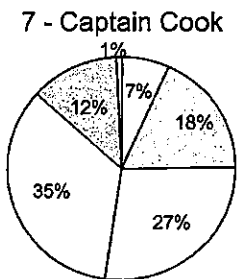
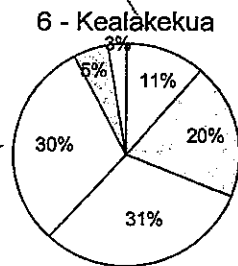
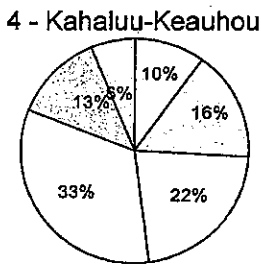
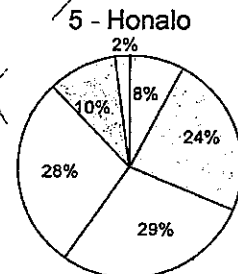
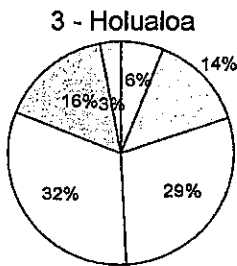
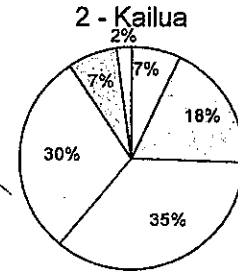
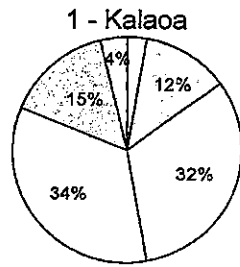


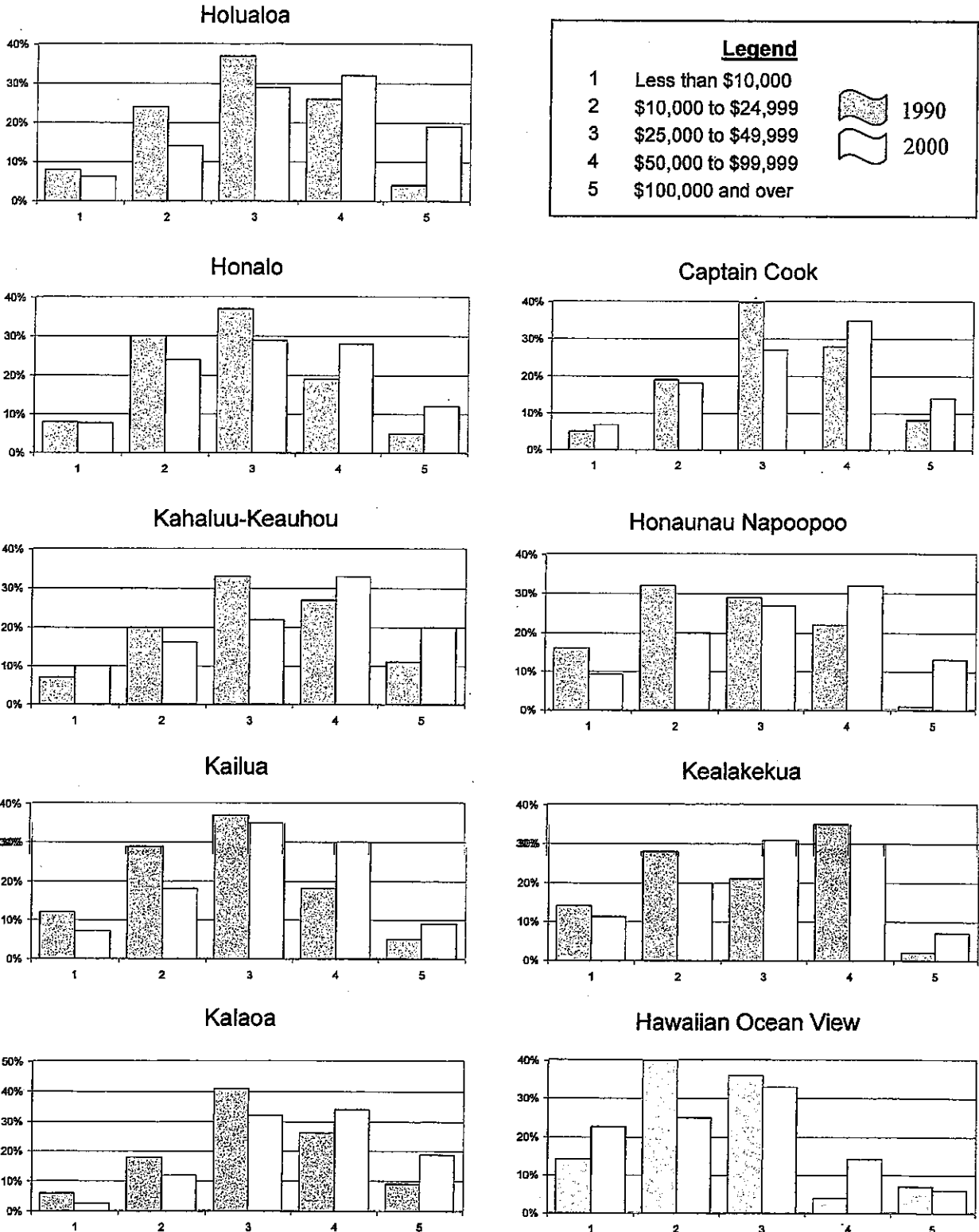
Figure 10: Income, 2000 CDP



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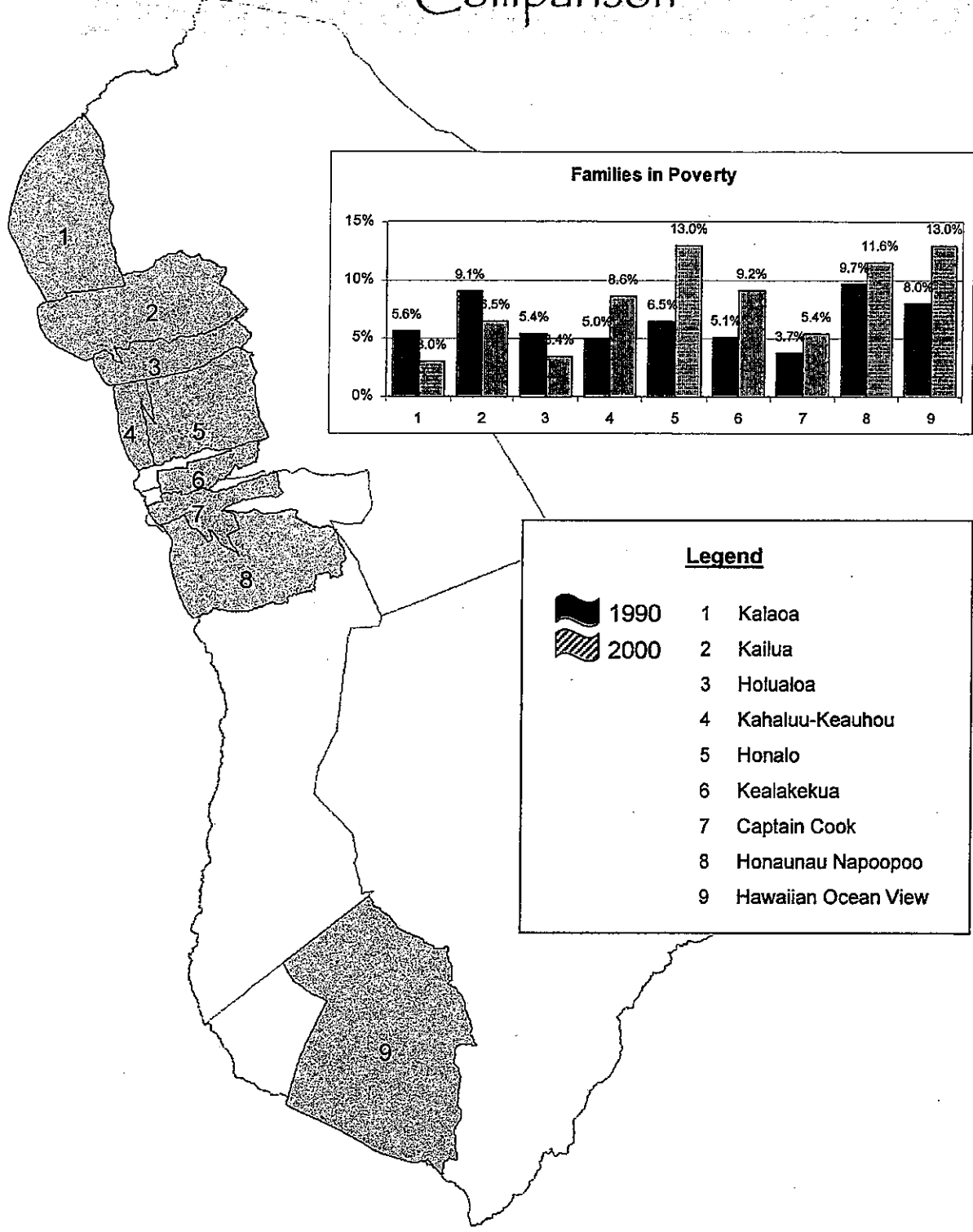
- | | | | |
|--|----------------------|--|------------------------|
| | Less than \$10,000 | | \$50,000 to \$99,999 |
| | \$10,000 to \$24,999 | | \$100,000 to \$199,999 |
| | \$25,000 to \$49,999 | | \$200,000 or more |

Figure 11: CDP Income Comparison, 1990-2000





6056

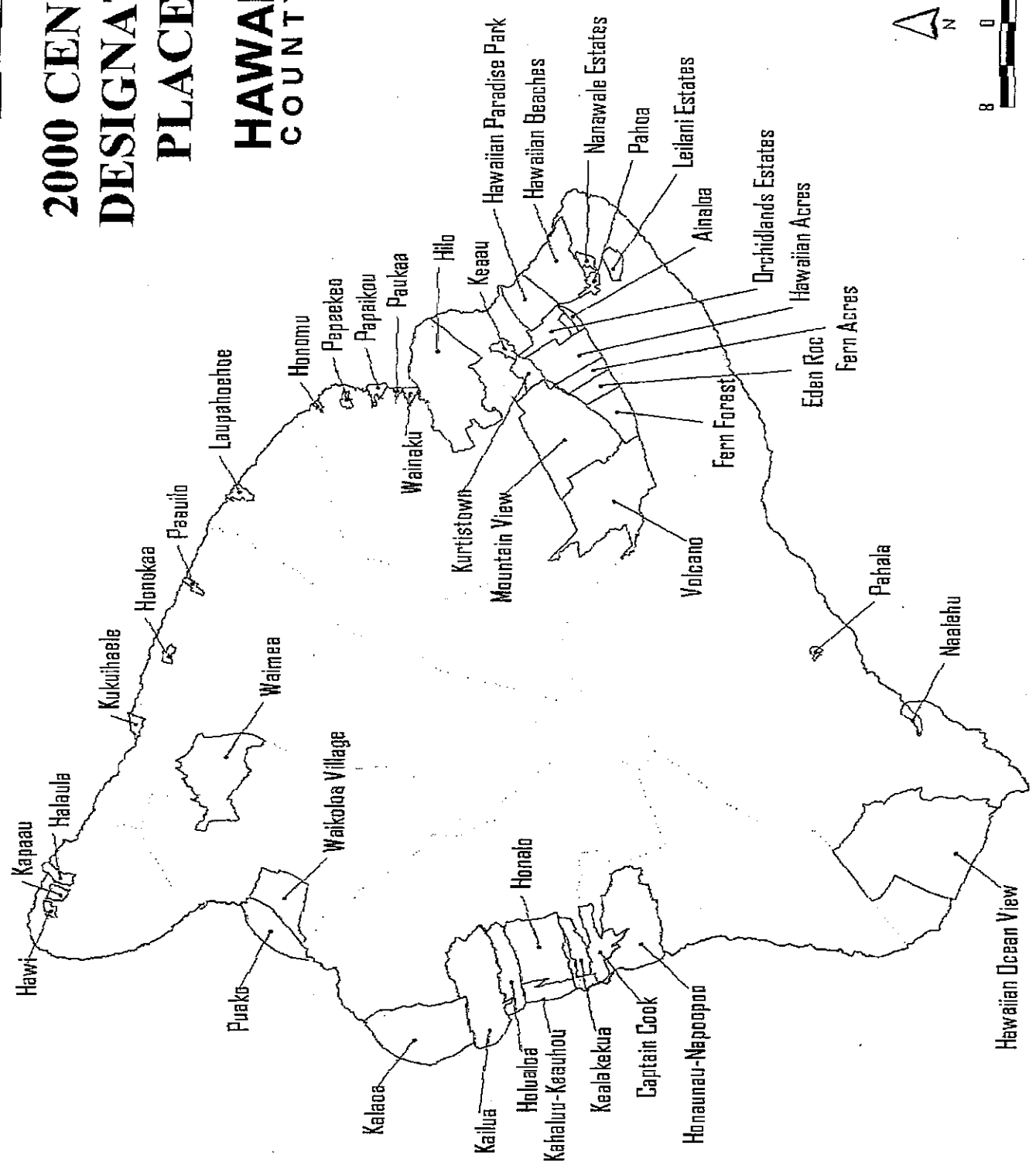
Figure 12: Poverty, 1990-2000 CDP Comparison

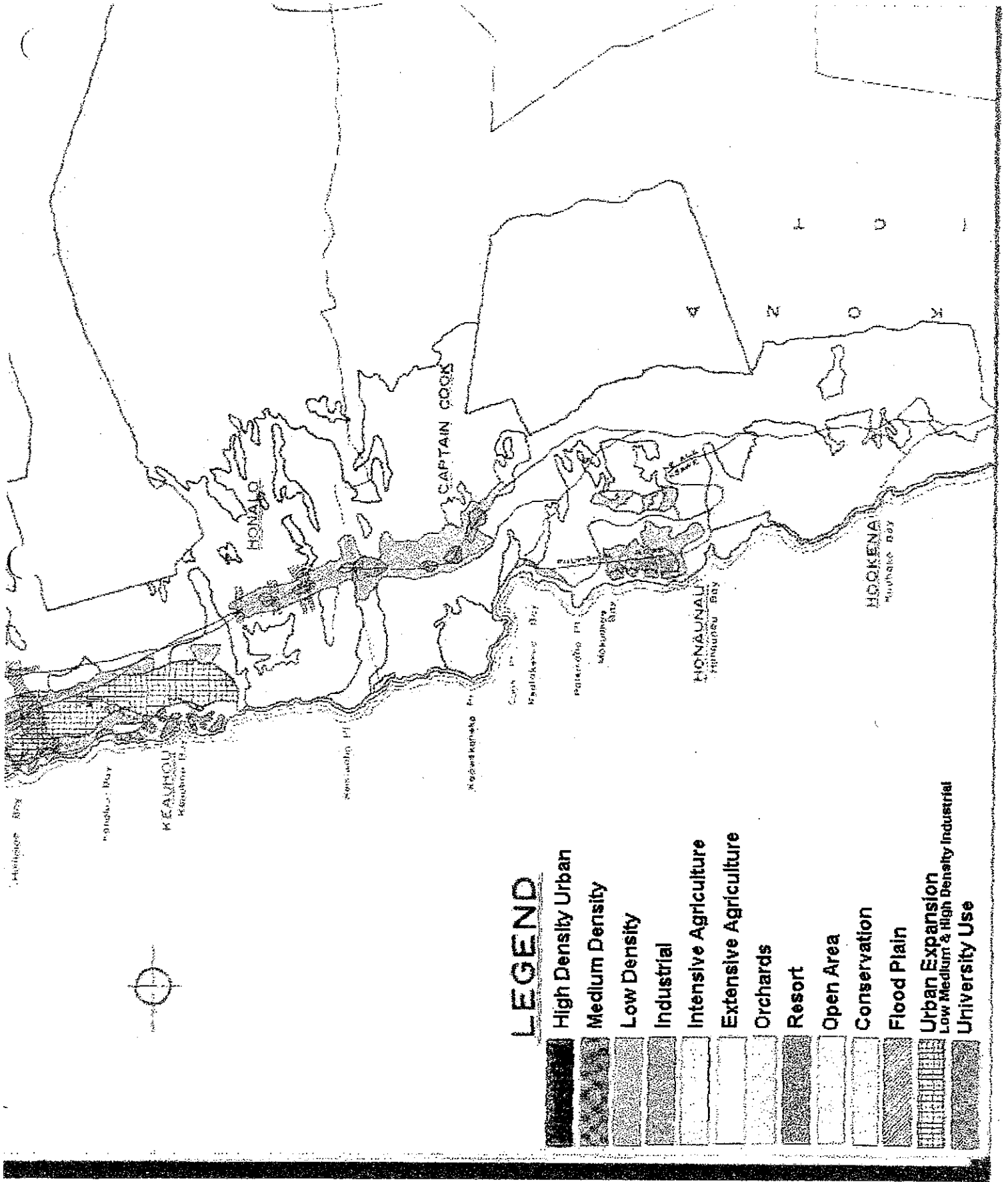


Legend

	1990	1	Kalaoa
	2000	2	Kailua
		3	Holualoa
		4	Kahaluu-Keauhou
		5	Honalo
		6	Kealahou
		7	Captain Cook
		8	Honaunau Napoopoo
		9	Hawaiian Ocean View

2000 CENSUS DESIGNATED PLACES HAWAII COUNTY





LEGEND

- High Density Urban
- Medium Density
- Low Density
- Industrial
- Intensive Agriculture
- Extensive Agriculture
- Orchards
- Resort
- Open Area
- Conservation
- Flood Plain
- Urban Expansion Low Medium & High Density Industrial
- University Use

KIDS OF KONA: A Survey of South Kona Community Needs

Mahalo nui loa for participating in the Community Needs Assessment process. We appreciate your input and support! Please take a few minutes to read, fill out and return the questionnaire below. If you have any questions or further comments please feel free to call 808-937-9800 or email kidsofkona@hotmail.com.

OUR MISSION:

The mission of the Kids of Kona is to promote and provide quality programs, activities, and services that will strengthen and improve the quality of life of youth and families through:

- ❖ **Substance Abuse Prevention**-preventing and reducing substance abuse among youth and families in the community through the promotion of education and positive activities.
- ❖ **Arts and Culture**-creating and supporting arts and cultural education and activities within the community.
- ❖ **Community Support**-creating a gathering place for community to enrich and enhance family life, community life and individual development in a safe, drug, alcohol and tobacco free environment open to all. Engaging community members and organizations in collaborative projects, working together to identify and clarify community needs and develop solutions to create a more vibrant and healthy community

KIDS OF KONA: A Survey of South Kona Community Needs

Please rank the general program types that you feel would benefit our community in order of need from 5=most needed, 1=least needed.

	5	4	3	2	1
Substance Abuse Prevention					
Family Activities					
Mentoring					
Intergenerational Programs					
Parenting Support					
Arts and Cultural Activities					
Youth Activities Other Than Sports					
Faith Based Activities Sponsored by Local Churches					
Training/Educational Programs					
Sports/Recreation					
Greater Community Access to Resources					
Senior Activities and Resources					
Other: (Describe)					

Please rank the programs in each general program category that you feel would benefit our community in order of need from 5=most needed, 1=least needed.

Substance Abuse Prevention and Reduction Programs for Youth and Families

	5	4	3	2	1
Jobs and Volunteer Opportunities for Youth					
On Site Drug and Alcohol Education Programs					
Outreach Drug and Alcohol Programs in the Schools					
Healthy Lifestyles Activities and Education					
Counseling and Support Groups					
Other: (Describe)					

Youth and Family Programs

	5	4	3	2	1
Community Social Events					
Family Fun Days					
Family Game and Movie Nights					
Family Education Sessions					
Literacy/Science/Math Activities					
Activities for Teens					
Sports Challenges					
Youth and Family Newsletter					
Supervised after school activities for children ages 5-18					
Community Service Activities and Opportunities					
Support Family Involvement in Schools (PTO, PTA)					
School Readiness Programs					
Other: (Describe)					

KIDS OF KONA: A Survey of South Kona Community Needs

Parenting

	5	2	3	2	1
Parenting Classes					
Parent Support Groups					
Parent/Child programs for children ages 0-5					
Family and Parenting Library					
Resource and Referral Services					
Facilities for CPS Visitation Center*					
Other: (Describe)					

* providing space for supervised visits between parents and children actively involved with Child Welfare Services, increasing the likelihood of family reunification through supportive strategies and supervised visitation.

Arts and Cultural Activities

	5	4	3	2	1
Community Concerts/Performances					
Performing Arts Center					
Facilities for a Hula Halau					
Hawaiian History and Protocol Education Programs					
Diverse Art Displays, Exhibitions and Shows					
Murals and Public Art Projects					
Cultural Festivals and Events					
Cultural Programs and Demonstrations					
Arts, Crafts, Dance and Music Classes for all ages					
Other: (Describe)					

Greater Community Access to Resources

	5	4	3	2	1
Computer Lab					
Facilities for Distance Learning					
Community Newsletter					
Certified Community Kitchen					
Multi-use Meeting Rooms for Community Use					
Facilities for Business Meetings, Conferences and Education					
Facilities for Community and Family Gatherings					
Other: (Describe)					

Mahalo nui loa for taking the time to fill out this survey! Your input is critical to the success of this project. If you would like to receive exciting updates and further information about the community resource center project please fill in your name and contact information below.

Name: _____ Email: _____

Address: _____ Phone: _____

Kids of Kona-Community Outreach and Meeting Format

These techniques will be used to gather information and community support:

- ❖ **Existing Data Approach:** We will collect and compile already existing statistical data to obtain insights about the needs of the community¹. Some of this data has already been acquired.
- ❖ **Attitude Survey Approach:** Information will be gathered from a representative sample of community residents about community issues. Data will be collected from personal interviews, and hand delivered and mailed questionnaires and surveys. Interviewees will be encouraged to participate in community forums to share their opinions and discuss issues.
- ❖ **Key Informant Approach:** Community leaders and decision makers who are knowledgeable about community issues and can identify priority needs and concerns will be identified and asked to complete a questionnaire or be interviewed. Key informants will be encouraged to participate in community forums to share their opinions and discuss issues.
- ❖ **Community Forum:** Several small public meetings (10-15 participants each) will be held using the Democratic Brainstorming Process or Nominal Group Process to identify community concerns and needs, gather suggestions for solving problems and gather information and support for program planning.
- ❖ **Focus Group Interview:** A group of people will be selected for their skills, experience, views or position and will be asked a series of questions about issues and needs identified in the above methods. Their opinions will be gathered and compiled.

The format for the Community Forum Meetings will be:

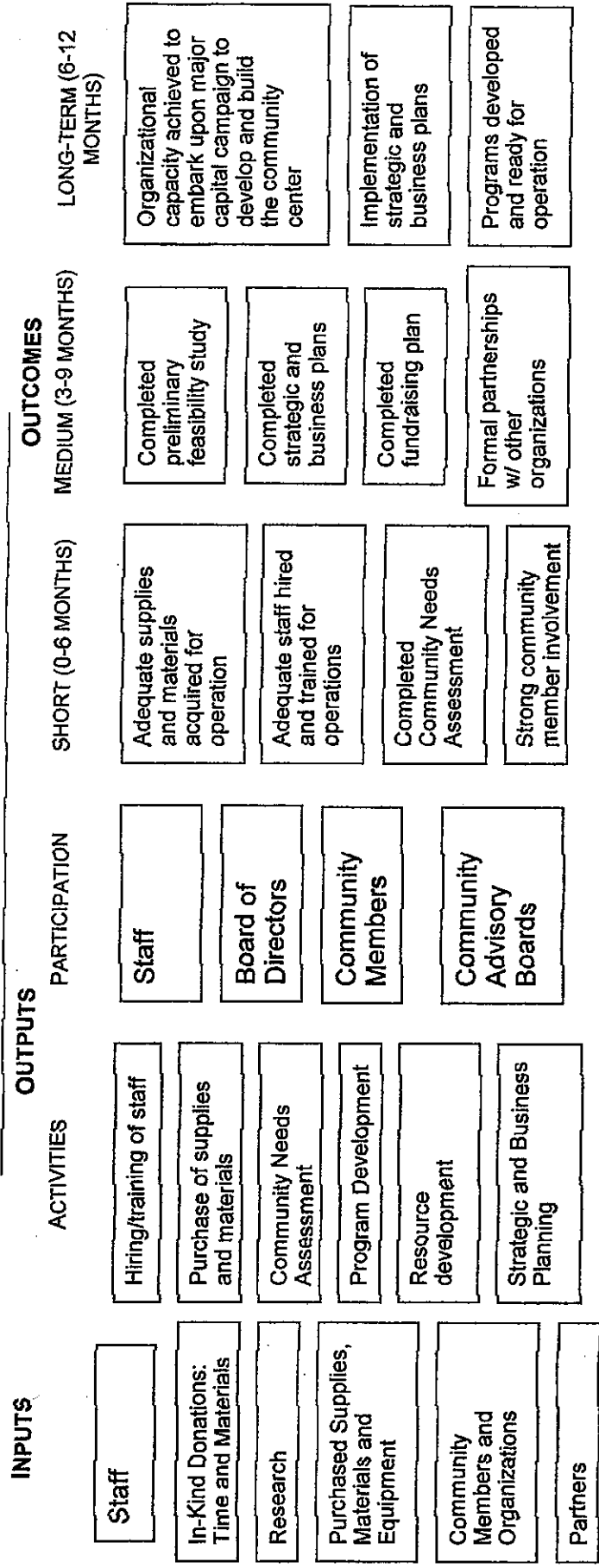
1. Form groups of 5-8 participants. Participants will be encouraged to form groups with people they don't know.
2. Participants will introduce themselves to the other small group members.
3. A group leader and recorder will be selected.
4. The group leader will give the participants a pre-printed sheet with open ended "discussion starters."
5. Participants write down their ideas, without discussion for 5-10 minutes.
6. Within each group there will be a Round Robin discussion of ideas in which each participant will be encouraged to share. The recorder will write ideas on chart paper.
7. The group will then discuss the ideas.
8. The group will choose 3-5 top priority issues and ideas.
9. The large group comes together and the group leaders report the ideas.
10. The large group selects the top 5 ideas, voting can be used to select.
11. The votes will be tallied and issues and ideas recorded.

¹ Examples of this data would be information from the Hawaii Data Book, 2003 Hawaii Student Alcohol Tobacco and Other Drug Use Study compiled by the State of Hawaii Department of Health, Hawaii Substance Abuse Statistics from the National Substance Abuse Index, Hawaii Island Plan, census data, labor surveys and other information pertaining to the South Kona area.

SITUATION: START UP AND PLANNING

PRIORITIES: CREATING ORGANIZATIONAL CAPACITY

PROGRAM ACTION - LOGIC MODEL



Assumptions

1. South Kona needs a central multi-purpose community center
2. The South Kona community welcomes and will participate in the process of creating a central multi-purpose community center
3. South Kona needs positive and constructive activities for youth, families and individuals.
4. The South Kona community welcomes and will participate in the process of developing programs that will provide positive and constructive activities for youth, families and individuals.

External Factors

1. Availability of funding
2. Community member involvement
3. Availability of partnerships with other community organizations

SITUATION: STRATEGIC AND BUSINESS PLANNING AND PROGRAM DEVELOPMENT

PRIORITIES: COMMUNITY NEEDS ASSESSMENT

PROGRAM ACTION - LOGIC MODEL

INPUTS	OUTPUTS			OUTCOMES
	ACTIVITIES	PARTICIPATION	SHORT (0-6 MONTHS)	
Staff	Collection and compilation of existing data	Staff	Existing data collected, compiled and reviewed	Creation of strategic and business plans based upon collected and compiled data
In-Kind Donations: Volunteer Time and Materials	Attitude Survey Approach	Board of Directors	Surveys distributed	Strong community member involvement
Research	Key Informant Approach	Community Members	Key informants contacted, interviewed	All data collection and compilation complete
Supplies, materials and equipment	Community Forums	Community Advisory Boards	Publicize, plan and complete community forums and focus group interviews	Formal partnerships w/ other organizations
Community members	Focus Group Interviews	Partners		Greater community awareness of project
Partners				Implementation of strategic and business plans
				Programs developed, deeply rooted in the organization's mission and based upon strategic and business plans

Assumptions

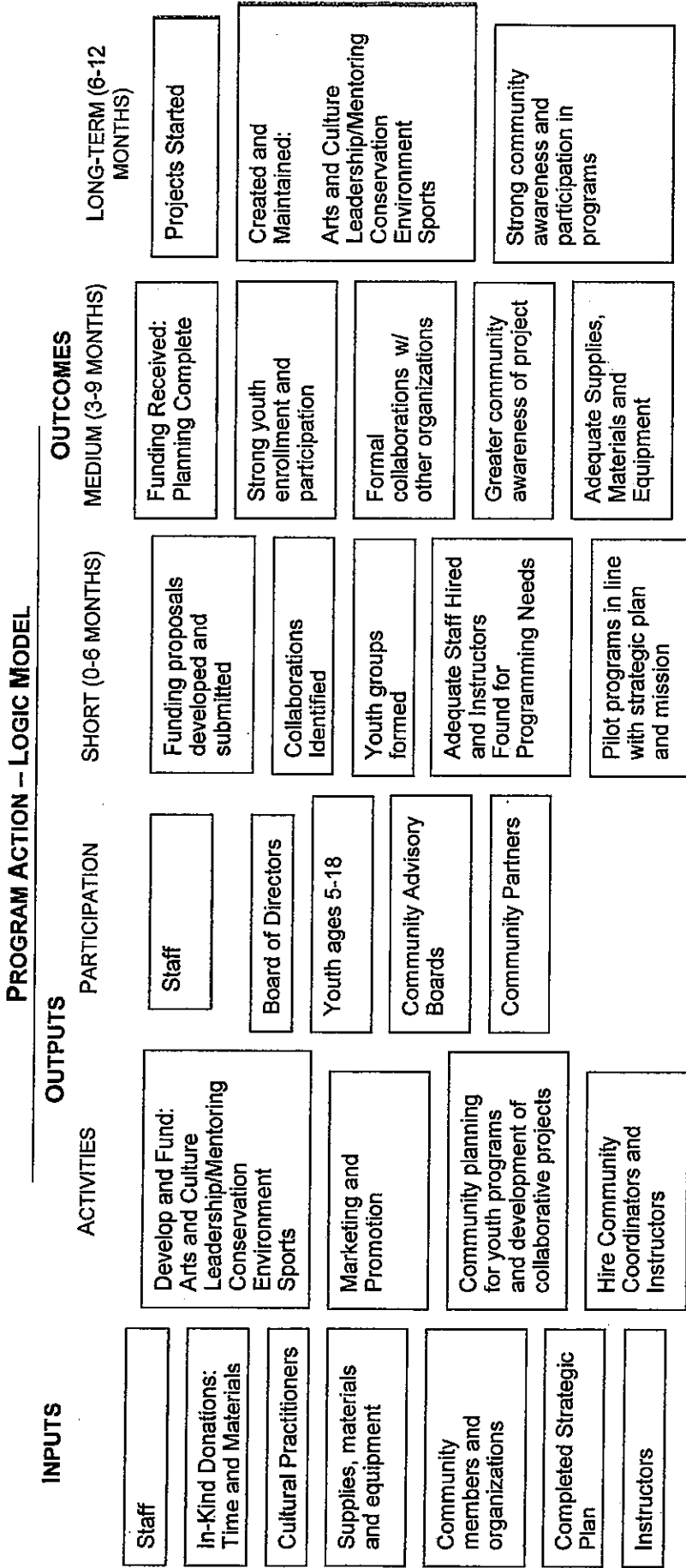
1. South Kona needs a central multi-purpose community center
2. The South Kona community welcomes and will participate in the process of creating a central multi-purpose community center
3. South Kona needs positive and constructive activities for youth, families and individuals.
4. The South Kona community welcomes and will participate in the process of developing programs that will provide positive and constructive activities for youth, families and individuals.

External Factors

1. Availability of funding
2. Community member involvement
3. Availability of partnerships with other community organizations

SITUATION: PROGRAM DEVELOPMENT

PRIORITIES: YOUTH PROGRAMS



Assumptions

1. South Kona needs positive and constructive activities for youth.
2. The South Kona community welcomes and will participate in the process of developing programs that will provide positive and constructive activities for youth, families and individuals.

External Factors

1. Availability of funding
2. Community member involvement
3. Availability of partnerships with other community organizations

Appendix +
 Program Logic Model
 Program Development
 1 of 1

Chantal Chung

P.O. Box 667, Captain Cook, HI 96704

chantal_18823@msn.com

808-937-9800

Education:

1982-1987 Ho'okena Elementary School, Kona, Hawaii – General
1987-1992 Konawaena Intermediate and High School, Kona, Hawaii – General
1992-1995 Jefferson High School, Portland, Oregon – Graduated with Honors – General
1995-1999 Portland State University, Oregon – Business Administration, Junior Status
2003-2004 Hawaii Community College/UH West Hawaii, Kealahou, Hawaii

Work Experience:

1994-1995: Lung Fung Chinese Restaurant, Portland, Oregon -- Waitress/Cashier

1995-1997: Marco Polo Garden Restaurant, Portland, Oregon – Hostess

1997-1998: Nordstrom, Portland, Oregon – Customer Service, Cash Room, Sales

1999-2004: Homemaker with my children ☺

2003-2004: Little Bodies at Play Parent/Child Art Playgroup: Founder/Coordinator

2004-2006: Society for Kona's Education and Art (SKEA), Honaunau, Hawaii

P.O. Box 256, Honaunau, HI 96726 808-328-9392 email: skea@hawaii.rr.com

Program Director and Executive Director

SKEA is a non-profit organization that brings community together to provide arts and educational opportunities for all ages.

Duties: Program Administration both on site (Art Camps and Art Workshops) and outreach K-12, Grant Proposal Writing/Resource Development, General Organizational Administration

Reason for Leaving: Position Terminated Due to Lack of Funding

2006-December, 2007: INPEACE Keiki Steps, Kahikolu Church, Honaunau, Hawaii

91-110 Hanua Street, Kapolei, HI 93707

Duties: Ohana Advocate/Peabody Picture Vocabulary Test (PPVT)/Temporary Aid

Part of the site team and under the immediate supervision of the navigator, the Ohana Advocate/Tester will serve as a resource and referral for the families, coordinate parent workshops using the Keiki Steps Supplemental Parent Curriculum as a foundation, maintain a parent center.

In addition, they will implement child and family assessments, including PPVT.

2006-June 2007: Ho'okena School Parent Teacher Organization (PTO), Ho'okena, Hawaii

Duties: PTO Board of Directors-General Organizational Administration, Grant Proposal Writing/Resource Development, Bookkeeping and Financial Management, General Oversight of all Activities of the PTO, Attending all Board and General Membership Meetings

2006-2007: West Hawaii Coordinator, Student Art at the Convention Center

Duties: Promote and coordinate the program in West Hawaii, collect and return art contest submissions, chaperone finalists to the award ceremony in Honolulu, serve as the primary contact person for the West Hawaii region.

2006-Present: Kids of Kona, Honaunau, Hawaii, Executive Assistant to the Board of Directors

Duties: Grant Proposal Writing/Resource Development, Incorporation and Registration of Kids of Kona, Maintain General Organizational Administration, Bookkeeping and Financial Management, Procurement of Supplies and Materials, Board of Directors Development

Interests: Community-based projects for youth and families
Arts and Cultural Education
Incorporating arts and culture in school curriculum
Creating community partnerships

Job Description: **Executive Assistant to the Board of Directors**

Reports to: Board of Directors, Kids of Kona

Compensation: Pending available and continuing funding.

Responsibilities:

Provide support for the Board:

- Attend Board of Directors meetings.
- Provide the Board of Directors with the information it needs for governance responsibilities, as directed by the Board.
- Request meeting agenda items from the Board of Directors, publish the agenda, and provide copies to all board members and other interested/authorized parties.
- *Receive minutes from the Secretary, print, copy and distribute to all board members and other interested/authorized parties either at a meeting of the Board of Directors, through email or regular mail.*
- Assist the Board of Directors in Strategic and Financial Planning as well as evaluation and monitoring.
- Participate with the Board of Directors in resource development activities.
- Cultivate and maintain professional relationships with all outside consultants, vendors, media outlets and groups who can provide assistance and support.

Office Management and General Administrative:

- *Maintain the business office of the organization.*
- Manage all information systems hardware and software, including planning, purchasing, installation, configuration and maintenance
- Maintain operations and security of all hardware and software. Be proficient in the use of office systems.
- Purchase equipment, supplies, etc., according to budget and approved procedures.
- Maintain documents according to legal requirements and Board policies and procedures.
- Maintain all correct filings with the State of Hawaii and the Federal Government
- Provide oversight to insure that the Kids of Kona is in compliance with all local, state and federal laws.
- Assist in preparation and revision of job descriptions and other corporate policies.

Resource Development:

- Assist in planning, management and implementation of the Board of Directors' Fundraising Plan.
- Assist the Board of Directors in establishing appropriate goals for the Fundraising Plan and all other fundraising campaigns as deemed necessary each year.
- Develop a plan for achieving those goals and establish a master calendar.
- Monitor progress towards fundraising goals.

Job Description: **Executive Assistant to the Board of Directors**

- Oversee the solicitation and acknowledgement process.
- Maintain donor records and documentation within IRS guidelines.
- Work with the Board of Directors to develop and direct a year round program to cultivate new prospects and seek out new funding opportunities.
- Develop and implement a corporate sponsorship program; research and identify *potential sponsors; prepare proposals and work with the Board of Directors to identify matches between the Kids of Kona's programs and each company's interests.*
- Prepare grant applications for corporations, foundations, and government agencies that provide funding; research all grant possibilities and write reports and back-up materials to support each application; follow up on each proposal.
- Work with Board of Directors to plan all special fundraising events and benefits; participate in budgeting and execution of each event.
- Oversee the development and production of all materials used to support the Kids of Kona's fund raising events and campaigns.
- Keep abreast of recent research on fund raising; maintain a collection of current *fundraising resource materials.*
- Assist in ensuring effective communication with the Kids of Kona's constituencies: volunteer groups, other organizations, public agencies, government agencies and the general public to achieve the public service objectives of the Kids of Kona.

Finances, Budgeting and Planning:

- Assist the Board of Directors in developing budgets for each program, event or activity, monitor the progress of each and adjust plans when necessary.
- Assist the Board of Directors in ensuring that accurate general ledger accounts are maintained.
- Ensure that grants are spent in accordance with grant guidelines and that all reporting requirements are met.
- Direct preparation for audits internal and external.
- Enter transaction data into the organization's accounting system.
- Deposit funds into the organization's bank account(s).
- Balance and reconcile the organization's checking/savings accounts.

Perform other duties as assigned by the Board of Directors.

Kids of Kona-Board of Directors, Advisors and Staff 2007-2008

President:
Position Open

Vice President: Stephen Cornacchia
Graduate: Rochester Institute of Technology (RIT), BS
Fmr. Owner Arlington Press, sold 1998
Currently: Retired, Vice-Moderator of Kahikolu Church

Treasurer: David Wills
Graduate: New College, Florida; University of Pennsylvania, Wharton Graduate Division (MBA)
Fmr. Finance Committee Chair, Society for Kona's Education and Art (SKEA);
Manager, Lawson Solutions, Eisner Technology; Project Manager, USC/netASPx;
Senior Manager of Systems and Programming, Shearman & Sterling; Systems Analyst, the Rockefeller Group
Currently: Retired, author

Secretary: Debby Wiley
Graduate: University of Hawaii, BSN (Registered Nurse RN); MPH International Health
Fmr. Children's Hospital, Emergency Dept., Honolulu, 1 year; Kona Community Hospital, 11 yrs.
Currently: Dept. of Health, Asst. Supervisor for W. Hawaii Public Health Nurses
Currently: Member of Lanakila Church, Kona Sailing Club and the Big Island Sailing Foundation

Sumio Nakashima
Graduate: University of Hawaii and George Washington Law School
Fmr. District Magistrate of Kona, 2 years; West Hawaii Representative in the Territorial House of Representatives, 4 yrs; W. Hawaii Tourism Chairman, 4 yrs
Currently: Retired and working as a part time realtor in Kona

Carolyn Machado
Graduate: Colorado State University, B.S. Business Administration; New York University
Fmr. CPM Funding Corporation Financial Consultant; J.P. Morgan & Co. Inc. Legal Assistant, Financial Analyst, Financial Accountant
Member of Kahikolu Church

William J. Paris Jr. (Uncle Billy)
Cattlemen and Rancher, Life long Kona resident
Member of Lanakila Church

Appendix K 2012
Experience and Capability

Marcus Medler

Currently: Owner/Operator Island Book Store, Kainaliu
Graduated: BA and MS from University of Wisconsin
Fmr. Board member of: Kau Concert Society, Na'alehu Main Street, and
Maidson Area Retardation Counsel

Executive Assistant to the Board of Directors: Chantal Chung

P.O. Box 667/82-1006 Koa Road, Captain Cook, HI 96704
Phone: 808-937-9800 Email: chantal.18823@msn.com
Fmr. Executive Director and Program Director, SKEA, 2 years
Fmr. Ohana Advocate, INPEACE Keiki Steps, 1 year
Fmr. West Hawaii Coordinator, DOE Student Art at the Convention Center

Advisor: Henry Cho

Ret. State of Hawaii Highway Division, 33 years
Fmr. Deputy Managing Director to Mayor Yamashiro, 8 years
Past President, Kona Lions Club; Judo Instructor, Kona Judo Club, 45 years;
Council Advisor, St. Benedict's Church, 15 years; Business Owner, HiCho
Enterprises Inc.

Advisor: Puna Kihoi

Community Coordinator: Queen Lili'oukalani Children's Center

Advisor: Jim Beimborn

Architect, Long time local resident

Advisor: George Place Jr.

Artist specializing in Pre-contact Native Hawaiian Art



Appendix L 1 of 4
Facilities

KAMEHAMEHA SCHOOLS

November 15, 2007

Kids Of Kona
C/O Chantal Chung
P.O. Box 667
Captain Cook, HI 96704


Dear Permittee:

Right of Entry Agreement No. 384-33; TMK: 384-009-011 & 384-010-016, Honaunau,
South Kona, Hawai'i

Enclosed for your files is one copy of the right of entry agreement for the above referenced parcel.

If you have any questions regarding this matter, please call me at 776-7524.

Sincerely,


Terry Knabusch
Lease Administrator
Land Assets Division – Hawai'i Island

Enclosures



Appendix L
Facilities 2 of 4

KAMEHAMEHA SCHOOLS
REVOCABLE RIGHT OF ENTRY AGREEMENT

ROE No.: 384-33

This REVOCABLE RIGHT OF ENTRY AGREEMENT (the "Agreement"), dated January 1, 2007, is by and between the TRUSTEES OF THE ESTATE OF BERNICE PAUAHI BISHOP, whose address is 567 South King Street, Suite 200, Honolulu, Hawaii 96813 ("Owner"), and , KIDS OF KONA, Attention: Stephen Cornacchia, whose address is c/o Chantal Chung, P. O. Box 667, Captain Cook, HI 96704 ("Permittee").

Owner hereby grants to Permittee permission to enter, and Permittee hereby accepts such permission to enter, the Property defined in this Agreement, subject to the terms and conditions of this Agreement.

AGREEMENT

A. Specific Provisions. The following constitute the "Specific Provisions" of this Agreement and are referred to elsewhere in this Agreement. (References in these Specific Provisions to "Section" refer to the section number of the General Provisions of this Agreement, which are attached as Exhibit B. All capitalized terms in these Specific Provisions, unless otherwise defined herein, have the meanings given to them in the General Provisions.)

1. **Property:** (Section 1) The Property described in Exhibit A, situated in Honaunau, South Kona, Hawai'i.
Tax Map Key No.: (3) 8-4-009-011 & (3) 8-4-010-016
2. **Term:** (Section 2) Six months, commencing on September 10, 2007, and ending on March 9, 2008, unless sooner terminated as provided in this Agreement.
3. **Purpose(s) for Entry:** (Section 3) Entry shall be solely for the following purpose(s):
(1) To clean up various abandoned vehicles and automobile parts; clear premises of overgrown weeds, grasses and shrubbery.
4. **Insurance:** (Section 7) Minimum Coverage Limits:
(1) General Liability (each occurrence) \$1,000,000
(2) Damage to Rented Premises (each occurrence) \$100,000
(3) Personal & ADV injury \$1,000,000
(4) Med Exp (any one person) \$5,000
(5) General Aggregate \$1,000,000
(6) Products - Comp/Op Agg \$1,000,000
5. **Special Terms:** The following items (if any) are "Special Terms" to this Agreement. To the extent there is any conflict between these Special Terms and any other terms of this Agreement, these Special Terms shall control:
(1) Installation of temporary gates is approved.

B. General Provisions. The terms and conditions of the "General Provisions" of this Agreement, which are attached to this Agreement as Exhibit B, incorporated in this Agreement by reference and made a part of this Agreement for all purposes; provided, however, that in the event of a conflict or any inconsistency between the terms and conditions of the Specific Provisions and the General Provisions, the Specific Provisions shall prevail. The terms and conditions of the General Provisions are in a separate exhibit for convenience of reference only.

C. Exhibits. The following are attached as Exhibits and by this reference made a part of this Agreement:


Exhibit A Description of the Property
Exhibit B General Provisions

D. Trustees Not Personally Liable. This instrument has been approved or executed by the Trustees of the Estate of Bernice Pauahi Bishop in their fiduciary capacities as said Trustees, and not in their individual capacities. No personal liability or obligation under this instrument shall be imposed or assessed against said Trustees in their individual capacities.

E. Entire Agreement; Counterparts. This Agreement constitutes the entire agreement of the parties with respect to the subject matter hereof. This Agreement may be executed in multiple counterparts, each of which shall be deemed a duplicate original, but all of which taken together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first above written.

TRUSTEES OF THE ESTATE OF BERNICE
PAUAAHI BISHOP

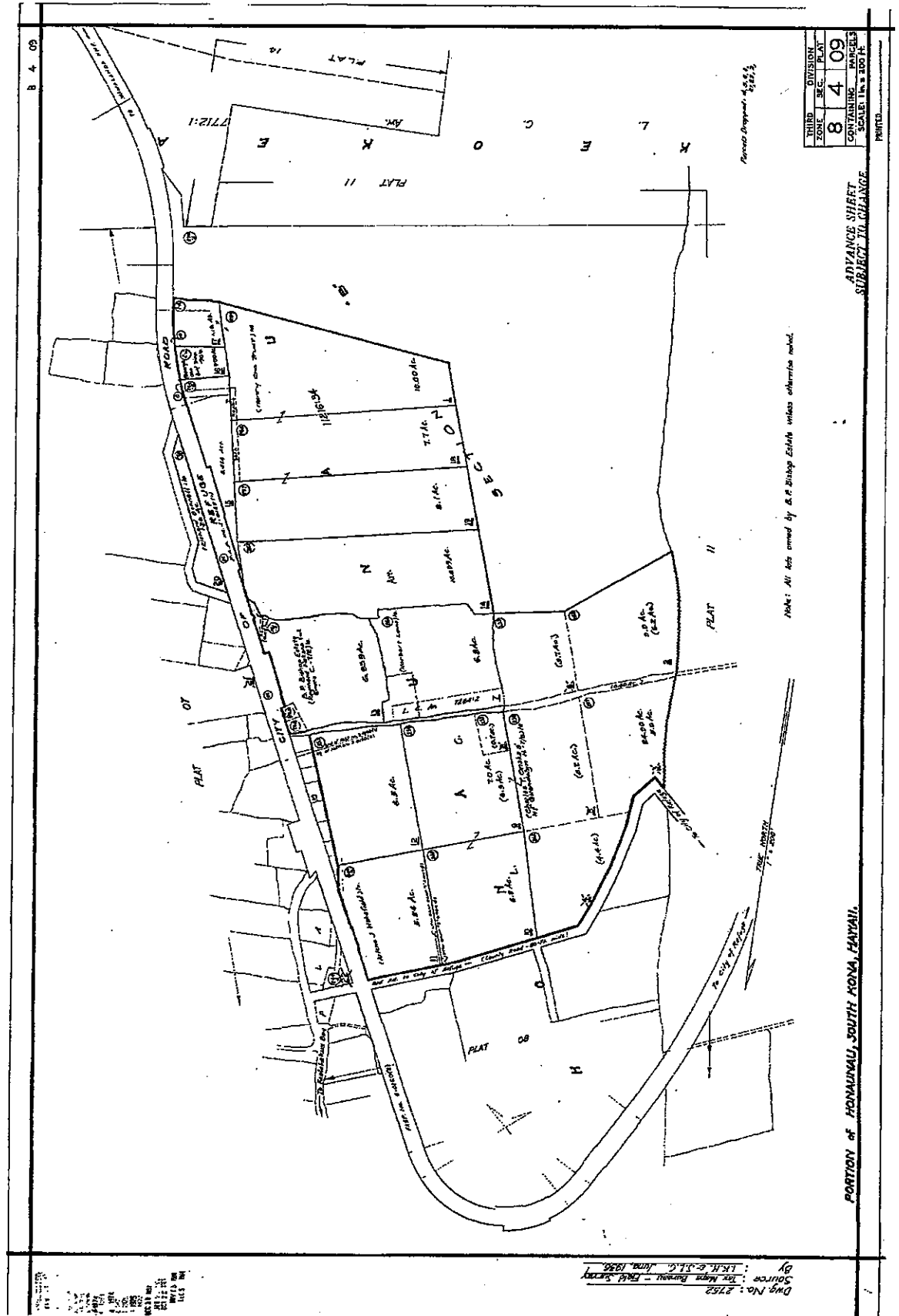
By: 
Peter D. Simmons, Regional Asset Manager

"Owner"

KIDS OF KONA

By: Stephen Cornacchia
Its Vice President – Kids of Kona

"Permittee"



PORTION OF HONOLULU, SOUTH KONA, HAWAII.

ADVANCE SHEET
SUBJECT TO CHANGE

SHEET	DIVISION
8	4
OF 9	PLAT
	CONTAINING PARCELS
	SCALE: 1/4" = 100 FT.

NOTE: All lots owned by S.H. Bishop Estate unless otherwise noted.

Dwg No.: 2752
Source: The Maps Bureau - Field Survey
By: E.H. & S.L.C. Juna, 1950.

PLAT II
PLAT III
PLAT IV
PLAT V
PLAT VI
PLAT VII
PLAT VIII
PLAT IX
PLAT X
PLAT XI
PLAT XII
PLAT XIII
PLAT XIV
PLAT XV
PLAT XVI
PLAT XVII
PLAT XVIII
PLAT XIX
PLAT XX
PLAT XXI
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PLAT XXVI
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PLAT XXVIII
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**Kids of Kona
Application for Grants and Subsidies
Hawai'i State Legislature**

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- Appendix H: Program Logic Models: Start up and Planning; and Community Needs Assessment
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