

APPLICATION FOR GRANTS AND SUBSIDIES

I. Background and Summary

1. A brief description of the applicant's background

Kanu o ka 'Āina Learning 'Ohana (KALO) is a Hawaiian non-profit organization founded in 2000, in Waimea on Hawai'i Island, by a group of visionary Native Hawaiian community leaders with a diverse range of expertise in Hawaiian language, cultural revitalization, indigenous education, community sustainability and non-profit management. KALO's mission is to serve and perpetuate sustainable Hawaiian communities through Education with Aloha. Over the past 13 years, KALO has developed and nurtured a family of innovative programs, culturally driven and responsive to community need while building a permanent home for these programs via the creation of Kauhale 'Ōiwi o Pu'ukapu (Kauhale). Today the community and students are utilizing the Kauhale buildings on a daily basis with excitement and renewed enthusiasm for the possibilities. This is accomplished through our Pedagogy of Aloha that is at once traditional and contemporary (21st century) and provides culturally relevant, academically rigorous education in a values-based learning environment where learners are cared for and challenged to meet high expectations.

KALO funded the following Kauhale facilities: Community Resource Center, Library and Early Childhood Building with the following support:

- \$1,400,000 United States Department of Education
- \$1,200,000 Kamehameha Schools Bishop Estate
- \$1,000,000 Office of Hawaiian Affairs
- \$11,400,000 United States Department of Agriculture

In January 2009, KALO completed construction of its first facility, Halau Ho'olako, a 9,300 square foot LEED Platinum high performance facility. This Community Resource Center now provides multi-faceted technology and multi-media services to learners ranging from pre-school to elders. This green facility is used by 260 charter school students in grades K-12 during school hours as a computer and multimedia laboratory and indoor learning space and by the general public during non-school hours for technology and multimedia classes, culture programs, financial literacy courses and health awareness workshops, just to mention a few. Phase II of Kauhale includes a Native Hawaiian Digital Library/Learning Commons and Early Childhood Learning Center which were completed the summer of 2012. Phase II received the 2013 Jack Lipman American Institute Choice award for outstanding level of design. This addition of 21,000 square feet of space has allowed KALO to expand programs and services to the Waimea community and also provide a permanent home for Kanu o ka 'Āina New Century Public Charter School (KANU).

After thirteen years of developing quality educational programs, KALO is now ready to enter our next phase of Kauhale 'Ōiwi o Pu'ukapu. This Community Recreation Center will provide facilities for the above mentioned already existing programs. It will also allow KALO to expand its services to an even broader community constituency as we fulfill our mission to serve and perpetuate sustainable Hawaiian communities through Education with Aloha.

2. The goals and objectives related to the request

The primary objective of the project is to build a Community Recreational Center, Halau Ho'okipa, a multipurpose building that will contain a cafeteria, athletic space, and performance hall for keiki and the community at Kauhale 'Oiwī o Pu'ukapu complementing the Waimea Nui regional plan. The facility could potentially be available as an emergency shelter in line with the County's priorities.

The project will strengthen and empower the community of South Kohala by providing a high quality, multi-purpose facility designed to improve quality of life for low to moderate income community members in Waimea and the surrounding areas.

Two objectives support this goal:

1) to complete the construction of the Ho'okipa Community Recreation Center on time and within budget and 2) to make the space available to students and community members alike following completion.

Because KALO is committed to the completion of this project, we have already partnered with the U.S. Department of Agriculture to fund over half the project. The project is shovel ready and will be completed by August 31, 2015. Documentation available upon request.

3. The public purpose and need to be served

The goal of the General Plan of Hawaii County is to, "encourage the provision of public facilities that effectively service community and visitor needs and seek ways of improving public service through better and functional facilities in keeping with the environment and aesthetic concerns of the community". It also states the need to "provide a diversity of environments for active and passive pursuits." The proposed project will increase the effectiveness that the community is served by providing a larger more accommodating facility for sporting events, exercise classes, culinary classes and cultural activities—all activities that the community expressed an interest in during the facility charrettes that resulted in the design of the proposed building. The certified kitchen within Ho'okipa will allow KALO to partner with Hawaii Community College's Culinary and Hospitality programs at Palamanui to offer courses (credit, certificate, and/or non-credit workforce training) in Waimea. It will additionally meet the County's High priority of Public Facilities: Childcare, youth, and/or senior centers; facilities for the disabled; homeless facilities; health facilities; neighborhood facilities; and/or parks & recreation facilities. It also meets the medium Economic Development priority by providing activities which have created and will continue to create jobs for low and moderate income persons.

One of KALO's goals is to strengthen the community through improved facilities and subsequent activities. GIA funds provide a match creating a solid mechanism for leveraging private funds and resources for the benefit of the community. A model of public private partnership that embodies the philosophies and ideologies of the Governor's plan "A New Day" with Education, Early Childhood, Energy, Environment, Food and Agriculture, Families and Services, Technology and Innovation.

The proposed project is aligned with the Hawaii County standards in that the facility will provide an excellent venue for spectator sports such as volleyball and basketball in addition to the sports and cultural activities already mentioned. Moreover, the facility is an indoor facility proving shelter in this rainy district.

The following table provides a summary of similar public facilities in our service area and the gaps that need addressing:

Existing Public Facility	Gaps
Waimea Elementary School Gymnasium	<ul style="list-style-type: none"> - Limited size - Limited hours
Waimea Park and Recreation Center	<ul style="list-style-type: none"> - Exposed to the weather - Undefined parking - Restroom facilities are inadequate
Waimea Community Center	<ul style="list-style-type: none"> - Limited size - Limited hours - No provisions for spectator sports

Recreation areas in the South Kohala District are limited. This project will develop additional recreational facilities in Waimea and will be open to the public after school, on weekends and during holidays. The 19,000 square foot indoor facility will accommodate spectator sports and provide adequate parking and restroom facilities. It will be maintained by KALO, with no drain on State resources.

Without GIA funds this project cannot move forward. A significant amount of effort has been expended to plan with the community the design and use of the building, secure matched funds and prepare this proposal. The proposed project will provide the community with a facility that benefits all segments of the population and provides a venue for physical and cultural activities. We expect that over 1000 people will access and benefit from the facility in the first year of its opening.

4. Describe the target population to be served

Specifically, the proposed building will serve the entire community ranging from pre-school children, K-12 youth, adults and seniors. Included in this population are disabled individuals. The building will also be built in such a way that it will serve as a multi-purpose facility with flexibility built into the design. Specifically, Ho'okipa will target Hawai'i's native population ages 0-10. Hawai'i's native population make up 20.2 percent of the State's multi-ethnic

population. Ka Huaka'i 2005 Native Hawaiian Educational Assessment states: "Overall, this analysis makes it clear that the status quo is not acceptable for Native Hawaiians." The key findings that follow include policy implications that address the need for collaboration, coordination, and support to facilitate the reinvention that must occur at the community level to create positive changes in areas such as decent and affordable housing, personal safety, employment and wages, in addition to education. These and other components must be addressed to increase the capability and well-being of Native Hawaiian families and communities."

With high concentrations of Native Hawaiians, these communities reflect the socio-economic challenges faced collectively by Hawaiians throughout the state such as higher than average rates of poverty and low educational attainment (Office of Hawaiian Affairs, 2012). In our target communities, Native Hawaiian adults are less than half as likely to hold a bachelor's degree versus 26.2% for the state (U.S. Census Bureau, 2010). The problem that is being addressed through the proposed project is twofold: 1) the community is lacking adequate facilities for athletics, exercise and cultural activities that require adequate enclosed space and 2) KANU's K-12 students and their families do not have access to adequate facilities, particularly in the area of interscholastic athletics. The proposed project will resolve both issues. All of KANU's students and close to 100% of the population in the project's service are comprised of low- to moderate income individuals.

Being located on Department of Hawaiian Homes Lands (DHHL) at Pu'ukapu, the Ho'okipa facility will target Hawaiian Home Lands residents, recognized as one of the most underserved and economically destitute portion of Waimea's rapidly growing multi-ethnic population. A new DHHL Waimea housing development at Lalamilo has begun with 83 homes under construction and a projected expansion to 200 homes. This influx of new residents to the community along with existing Waimea residents will constitute the secondary target population.

5. Describe the geographic coverage

While our service area (Census Tract 217.02) is located in the Kohala District, the residents who will benefit from this facility reside on the federally designated Hawaiian Homelands shown in red. In addition, a significant beneficiary of this project will be the students and their families of Kanu o ka 'Āina New Century Public Charter School (KANU). Attached documentation demonstrates that well over 50% of the students in our service area qualify and are certified for free or reduced lunch. In addition, the U.S. Department of Education has designated this school as a Title I school a program designed to meet the needs of students from low-income families.



II. Service Summary and Outcomes

1. Describe the scope of work, tasks and responsibilities

The total requested GIA funds will be used for the construction of the facility. The building will house an 80' x 120' indoor gymnasium, a 32' x 101' certified kitchen, and 32' x 32' of restroom areas, storage space and covered lanai. With the plans and the environmental review complete, we can begin the 30 day bid/procurement/award process in the event of funding. This leaves approximately 11 months to complete the construction. Based on our two most recent projects with the same project management company—Pa'ahana Enterprises, LLC—we expect no delays and a timely completion.

Tasks	Person Responsible
Design	
Review of architectural plans by KALO	Project Director/ Architect/Construction Manager/Civil Engineer
Creation of accurate and timely budget and schedule	Architect/Civil Engineer
Determining value engineering, materials and method selections.	Architect/Construction Manager/Civil Engineer
Phasing requirements and/or separate contract options	Architect/Construction Manager/Civil Engineer
Pre-Construction	
Assembly of approved documents for bidding that meet KALO's legal and bidding standards.	Project Director/ Architect/Construction Manager/Civil Engineer/Planner
Creation of bid alternatives for review and approval by KALO.	Architect/Project Director/ Construction Manager/Civil Engineer
Advertisement of the project on a statewide level.	Architect/Project Director/Construction Manager
Creating response to bidder's questions; preparation of addenda, facilitation of site visits and assistance with the acceptance of bids.	Architect/Civil Engineer
Evaluation of bids and recommendation by KALO	Architect/Civil Engineer
Preparation of contracts for Board action and processing.	Project Director/ Architect/Construction Manager
Finalization of phasing plan.	Construction Manager/Civil Engineer
Revisions to the Master Schedule and budget completion.	Construction Manager
Finalization of constructability review and cost estimates.	Construction Manager
Construction	
Review of contractor's schedule and performance by KALO	Architect/Civil Engineer
Implementation of monthly meetings to keep the KALO Board and other stakeholders up to date on all matters of construction issues including applications for payment, requests for substitutions and change order requests.	Project Director/ Architect/Construction Manager/Civil Engineer
Review and response to submittals and shop drawings.	Architect/Civil Engineer
Actual construction of Ho'okipa	Construction Manager/Contractor/Architect/
Disseminating punch lists and close out procedures to the contractor.	Architect/Construction Manager/Civil Engineer
Completion of contractor claim resolution.	Architect/Construction Manager
Submission of final UDSA paperwork submitted.	Architect/Construction Manager/Project Director

2. Provide a projected Annual Timeline for accomplishing the results and outcomes

Milestones	Start	Complete	Cost	Key Person
Develop and post request for bids	07/1/14	07/5/14	\$0	Katie Benioni
Review proposals and award bid	07/17/14	07/25/14	\$0	Katie Benioni
Complete building permitting process	07/31/14	08/15/14	\$0	Pa'ahana Enterprises
Construction	08/15/14	07/31/15	\$1,700,000	Pa'ahana Enterprises
Occupancy and Complete final report	07/31/15	08/31/15		Katie Benioni

3. Quality Assurance and Evaluation

KALO is committed to the highest level of excellence. This can only be achieved through ongoing, rigorous quality checks. To this effect, a comprehensive quality assurance and evaluation plan has been developed to monitor and assure the progress of construction of Ho'okipa.

Each month the Project Director, along with the Owner Representative, reviews reports from the architect, civil engineer and construction manager. These reports include documentation of project progress, as well as financial updates. This insures that the goals, objectives and outcomes are met. The Project Director presents the progress report to the shareholders and the KALO Board of Directors. Any changes to design or construction elements must first be reviewed by the Project Director. All budget changes must be reviewed by the Project Director and KALO's Executive Director. If the changes affect the cost of the project the KALO Board must approve the revisions.

These monthly reports allow the Project Team to identify strengths and weaknesses in the process and provide information regarding the following elements:

- The ability to understand and interpret the design and program requirements of the project.
- The ability to remain with the established budget limitations through all project phases.
- Overall communication and documentation, as well as the ability to manage and review all sub consultants' work.

- Technical expertise and the ability to communicate issues and facilitate resolution in a timely manner.
- Adherence to and maintenance of the schedule and provision of appropriate and consistent staffing for the project.
- Regulatory and permitting issues which can have a major impact on project schedules, design and costs.
- Ability to communicate effectively.
- The ability to administer the construction contract through timely and thorough review of the Contractor's work.
- The thoroughness and promptness in providing requests for changes and documenting the reasons for the change.
- The quality of the construction documents.

In addition to the consideration of internal control over financial reporting required by generally accepted auditing standards (GAAP), KALO has been subject to OMB Circular A-133 audits for the past ten years. This federal requirement directs auditors to perform procedures to obtain an understanding of internal controls pertaining to the compliance requirements for federal programs. That understanding has to be sufficient to plan the audit to support a low assessed level of control risk for major programs. To date KALO has successfully passed its annual audits and its financial practices conform with accounting principles accepted in the United States.

4. Measures of Effectiveness

		Person Responsible
Approval to proceed	Approval for detailed design and for project to proceed to construction. Confirm affordability, including provision of risk allowances. Commit funds for construction	Owner's Representative, Project Director, Architect, Contractor
Construction	Construction begins. Ongoing review by Owner, Architect and Contractor (OAC) to address major issues arising	Owner's Representative, Project Director, Architect, Contractor
Progress Monitoring and Performance Management	Monitor and report on progress against contract program; issue monthly project progress reports	Owner's Representative, Project Director, Contractor
Quality Control	Check work against specification; test materials. Ensure implementation of quality assurance system.	Owner's Representative, Project Director
Cost Management	Manage expenditure of risk allowance; maintain latest estimated cost and cash flow; initiate action to avoid overspending; issue monthly financial status reports; submit high level reports to senior management	Owner's Representative, Project Director
Payment	Ensure payments are made in line with contractual arrangements.	Owner's Representative, Project Director
Record Keeping	Maintain records of site activities; daily diary; site	Contractor

	instructions; inspection and test results.	
Inspection and Testing	Check quality of work, defects, completeness and performance. Record results; and fix any defects	Owner's Representative, Project Director
Other Deliverables	Ensure that all specified deliverables (such as operating and maintenance manuals, health and safety file) are delivered by subcontractors and fit for purpose.	Contractor, Owner's Representative, Project Director
Certificates	Issue certificates required on completion	Contractor
Deliver Project	Review the acceptability of the completed project. Aim to agree final account as close completion as possible. Handover to client (unless ongoing management of facility under contract).	Owner's Representative, Project Director
Project Evaluation	Confirm that construction is complete in accordance with the contract. Confirm that the facility is ready for service; confirm the client's readiness to take on the facility	Project Director

III . Financial

Budget

1. Please see attached Budget Forms
2. Quarterly funding requests for fiscal year 2015

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
425,000	575,000	575,000	125,000	1,700,000

3. The other sources of funding for this project include:
 - a. U.S. Department of Agriculture \$2,000,000 – Awarded and funds available
 - b. County of Hawaii Nonprofit Grant \$5,000 – Awarded and funds available
 - c. Atherton Foundation Grant \$75,000 – Awarded with funds available upon permitting.
4. KALO has never received federal or state tax credits.
5. Balance of unrestricted current assets at December 31, 2013 = \$1,343,700

IV. Experience and Capability

A. Necessary Skills and Expertise

All project activities will be the responsibility of the applicant KALO, a Hawaiian non-profit organization founded in 2000, in Waimea on Hawai'i Island, by a group of visionary Native Hawaiian community leaders with a diverse range of expertise in Hawaiian language, cultural revitalization, indigenous education, community sustainability and non-profit management.

TABLE 2. KALO's COMMUNITY-DRIVEN PROGRAMS		
Program	Community Involvement/Need	Reach
Kanu o ka 'Āina New Century Public Charter School	Parents were looking for choice and a values-based curriculum. KANU is producing measurable results for Hawaiian children too often failed by conventional public schools.	From 2000 - 2013, 1,882 students have been served.
Mālamapōki'i Family-based Early Childhood Education Program	Parents were seeking a high quality pre-school program in a community with limited options. Mālamapōki serves as a feeder school for KANU.	From 2000 - 2013, the program has served 455 preschoolers.
Kaho'iwai Indigenous Center for Higher Learning: State Approved Teacher Education (SATEP) and Professional Development (PD) Program	This program provides teacher training and professional development to ensure high quality, culturally relevant instruction and also addresses the statewide teacher shortage and lack of qualified teachers.	From 2001 - 2013, SATEP has served 3 cohorts for a total of 38 new teachers; the PD series has served 2,221 teachers.

To assure that all aspects of the building process are executed at all levels, KALO has organized an Owner, Architect and Contractor (OAC) meeting, held every two weeks. At these meetings all issues are discussed including work progress, submittals, management of sub-contractors. KALO is represented by its Owner Representative, Ken Melrose of Pa'ahana Enterprises. Ken Melrose is involved in site planning and development feasibility analysis, project scoping and programming, establishing design and cost parameters coordinating design, costing, construction sequencing, overall project management and design-build coordination

Mr. Melrose managed 15 million in construction for KALO of both Phase I and II: Halau Ho'olako multi-media/community resource center, the Native Hawaiian Library and the Early Childhood Learning Complex. His extensive experience includes the BMW dealership facility for Shelly Eurocars LLC in Kona; Waimea store renovation and lumber yard expansion for HPM Building Supply; Professional medical office building for North Hawaii Community Hospital; Energy Lab building and track resurfacing projects for Hawaii Preparatory Academy; campus master plan for Parker School; and, assisting several individuals and small businesses with a wide variety of needs for their projects. He is currently serving as the project manager for the

West Hawai'i Explorations Academy Charter School campus construction project which was partially funded with state dollars.

In addition to building a strong, culturally-grounded human resource base, KALO has also built fiscal capacity. This includes successfully completing A-133 major federal program audits over the past ten years without any findings. Furthermore, since its start-up in 2000, KALO has managed over 50 million dollars in federal, state and foundation funds in an ethical and professional manner.

B. Facilities

Over the past twelve years, the number one challenge for all programs affiliated with KALO has been finding adequate physical facilities in a rural community like Waimea. Furthermore, a lack of adequate facilities has seriously hampered the ability of our various community programs to reach their fullest potential. Rather than expending efforts to improve current program facilities, which are all located on lands that can only be leased on a year-to-year basis, KALO chose to concentrate efforts on creating new permanent facilities for all our current and future programs on a 16 acre portion of Hawaiian Homes Lands. All of these facilities have multiple use and multiple users and service a wide range of residents and community members.

From the very beginning, the creation of the Kauhale has involved a wide number of shareholders. In 2001, KALO received a community planning grant from the Hawai'i Community Foundation to determine the needs of our stakeholders. During a series of workshops stakeholders identified the need for facilities as a high priority for our organization. Since "the need for facilities" was such a resounding need, KALO staff conducted additional workshops to define key factors to drive the creation of a community facility. *Kūpuna* (elders), *mākaua* (parents), *ōpio* (youth), *keiki* (children) were intimately involved in developing the following values to guide the design, construction and maintenance of Kauhale:

1. The facility will reflect the Hawaiian culture and practices.
2. The facility will reflect the community of Waimea.
3. The facilities will *mālama 'āina* (care for the land).
4. The facility will be for community use.

In developing these values, our *kūpuna* (elders) spoke of "understanding one's place" and "being mindful of our responsibilities to that place." This concept initiated conversations about "building green", a global movement gaining increasing popularity in Hawai'i as elsewhere. It was this concept of "building green" that community members felt most exemplified our desire to be true to Hawai'i's host cultural value of *mālama 'āina* (caring for the environment). According to native cosmogonic genealogies, Hawaiians have had a familial relationship to the environment, dating back to the beginning of time. This interdependence between man and the environment no doubt evolved as a result of living on islands in the middle of the vast Pacific Ocean. There is no doubt that our *kūpuna* (ancestors) recognized and respected Hawai'i's limited natural resources, which resulted in a strong sense of responsibility to care for the environment and to maintain a balance to ensure the continuance of place, self and community. Unfortunately, for over two hundred years, this value has been in direct conflict with the prevalent values of western society to subdue the earth and view it as a commodity to be bought and sold for profit. However, with the growth of green building and green technology

throughout the world, which is directly in line with the worldview of Hawai'i's host culture, Hawaiians will be able to access 21st century technology, while maintaining our cultural values.

The recently completed Halau Ho'olako, Native Hawaiian Library and Early Education Complex give a clear picture of our dedication to green building and community development, our detailed ability to dream, implement and complete quality community resources. We have complete confidence that we will be able to finish Ho'okipa in an efficient, effective manner for our community abiding by all application federal and state laws to include ADA compliance.

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

Project Director

Position Description: Initiation and management of all activities delineated in the Grant for Ho'okipa. The Project Director is responsible for the entire development process including consultant selection, monitoring of work progress and shall represent KALO's vision and mission. The Project Director serves as the single point of contact for the Kauhale 'Ōiwi o Pu'ukapu. The Project Director will facilitate and manage the project, to insure appropriate coordination of all aspects of the program. The Project Director will complete all necessary grant program and financial reports. The Project Director will report all project progress to Executive Director, KALO Board of Directors and stakeholders. The Project Director will be under the direct supervision of KALO's Executive Director.

Qualifications: Knowledge of Hawaiian community. Able to accurately articulate the vision of the Kauhale 'Ōiwi o Pu'ukapu and KALO. Able to communicate with various sectors of the community. Able to organize, plan and facilitate project team meetings, community meetings, consultant meetings. Able to organize and lead program activities. Able to complete required grant program and financial reports. Able to supervise staff and report back to the KALO board. Katie Benioni, KALO's Chief Financial Officer has been selected for this position. Under her direction, KALO has excelled at completing its annual financial audits (A-133) as well as a number of State and Federal grant audits.

Construction Manager

Position Description: The Construction Manager will coordinate the design process, manage timelines, review construction materials and provide budget options during the design process. Review design and design budgets according to construction specifications and make appropriate recommendations. Assist in determining phasing requirements and/or make separate contract options. Coordinate off-site requirements with the utility and county. Supervise the construction project and issue Notices of Award and Notices to Proceed. Assist architect with project close out and procedures for owner occupancy. Assist with furniture and equipment purchases, receiving and set up.

Qualifications: Successful experience on projects of like scope. The Construction Manager should be able to work in a team and should have excellent communication skills. Minimum five years supervisory experience - Management of personnel - Budgeting and cost control - Overseeing administrative functions - Knowledge of: Plumbing, Carpentry, Painting, HVAC, Appliance maintenance and installation, Material ordering, Estimating, General construction,

Managing onsite superintendents and subcontractors, Ability to resolve disputes with clients and subcontractors, Controlling job costs and managing profit margins, Strong management and marketing skills. Ken Melrose of Pa'ahana Enterprises was selected because of his abilities to meet the qualifications and his prior experience with KALO in overseeing construction of Halau Ho'olako Community Resource Center, the Native Hawaiian Library and Early Education Complex.

Architect

Position Description: Under general supervision, prepares and reviews facilities plans and construction contract bid documents and specifications for projects applying knowledge of design, construction procedures, zoning and building codes, and building materials. Prepares, reviews, and integrates planning and construction policies and procedures in accordance with the university's master plan. Monitors project progress and costs. Prepares and reviews plans, construction bid documents and specifications for major and minor capital improvement projects and for alteration and renovation projects. Coordinates development of project design with project architects and consultants. Conducts pre-construction conference and overview orientation of final project design drawings and specifications with project architects, consultants, and appropriate university personnel. Prepares, reviews, and integrates construction planning policies, procedures, and bid processes. Tracks and coordinates project progress and costs; reviews and approves construction pay estimates, change order proposals, and other construction contract documents. Monitors construction progress through on-site inspection and review. Supervises and guides the work of architectural drafters.

Qualifications: Bachelor's degree in a related Technical, Scientific, or Engineering discipline with 3 to 5 years experience directly related to the duties and responsibilities specified. State of Hawai'i Registration. Knowledge of building design, construction, and maintenance. Ability to prepare engineering documents, specifications and cost estimates for projects. Ability to design and plan major construction projects. Knowledge of contract documents and specifications. Ability to foster a cooperative work environment. Knowledge of project management principles, practices, techniques, and tools. Organizing and coordinating skills. Ability to supervise and train assigned staff. Rhoady Lee Architecture of Waimea has been chosen as the project's architect.

Civil Engineer

Position Description: Performs in a professional civil engineering position requiring the capability of independent and complex analysis in providing engineering services to KALO. Review and comment on engineering construction plans, studies and drainage reports as it relates to public infrastructure associated with property development to assure compliance with county standards. Design and/or manage capital improvement projects for public infrastructure (water, sewer, streets, drainage).

Qualifications: BS in civil engineering or related field plus 6-8 years directly related experience or MA/MS plus 4-6 years related experience or PhD with 2-4 years experience. Proficient in the investigation, design and construction of public work facilities. Experience in design and/or management of capital improvement projects for public infrastructure (water, sewer, streets, drainage). The ability to communicate with the public, contractors, and other county staff in a professional and courteous manner. The ability to manage activities requiring continuing coordination. Ability to perform according to established procedures subject to progress review.

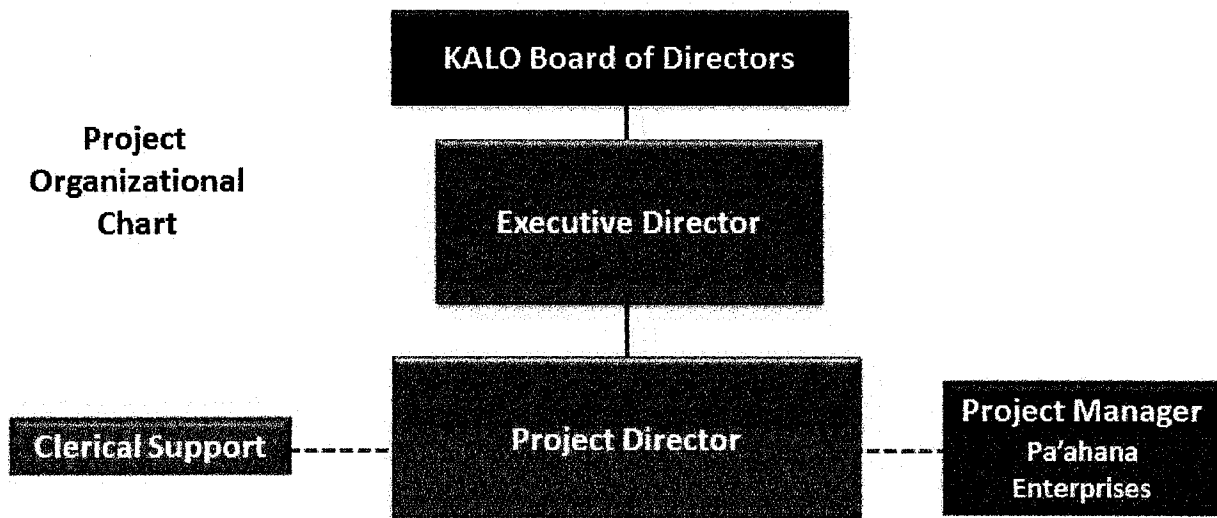
Have a general understanding of land development and land surveying. Licensed/Registered professional engineer in the state of Hawai'i. Passing score on Fundamentals of Engineering Exam and Engineer-In-Training Certification required for lower level position.

Fiscal Clerk

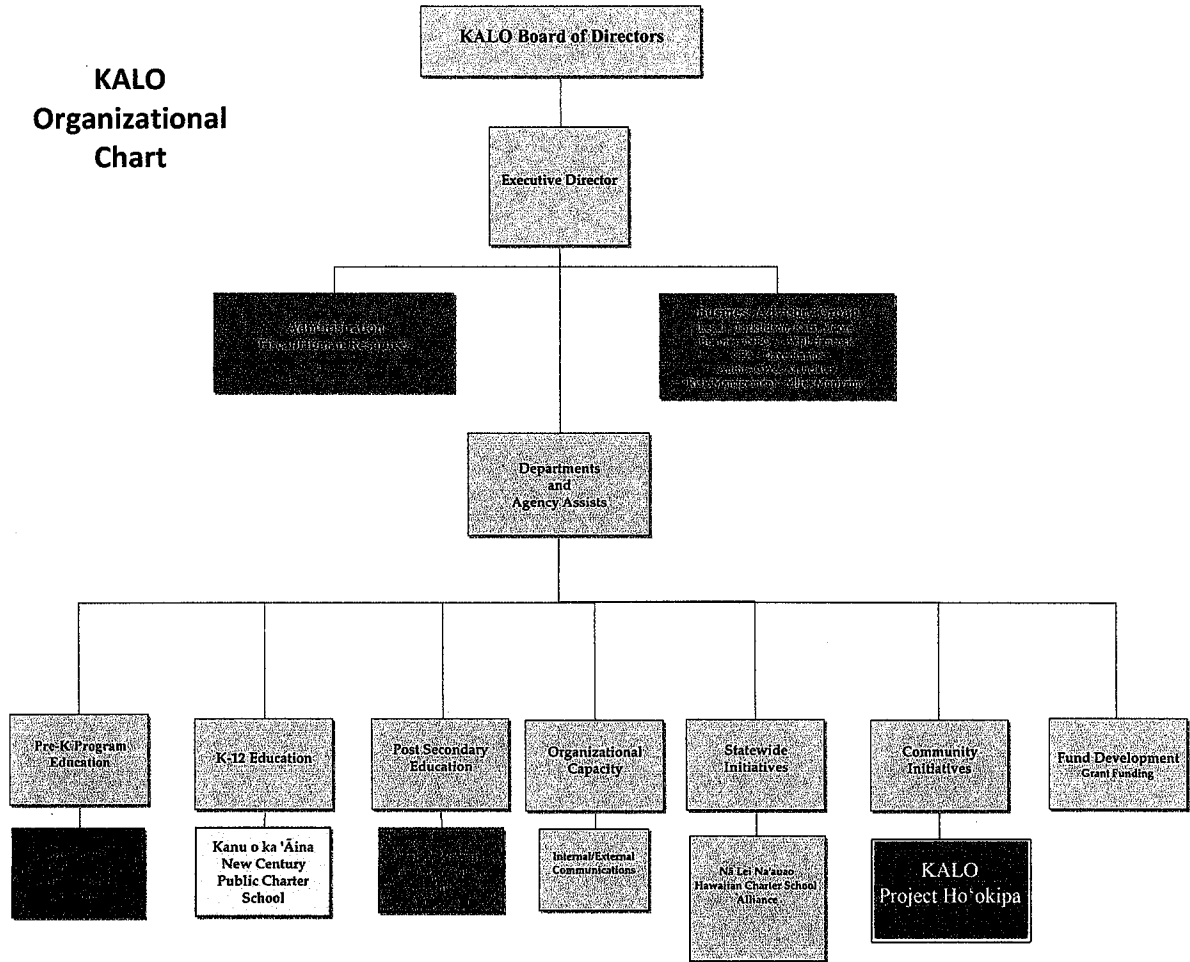
Position Descriptions: The Fiscal Clerk is responsible for performing standard account clerical tasks which pertain to a portion of an account record keeping operation involving the maintenance of one or more journals or subsidiary ledgers consistent with appropriate control accounts. The major duties include accounts clerical tasks, bookkeeping, budget and expenditure plan preparation, accounting and purchasing procedures, cash collections and deposits, purchasing (purchase orders and invoices), Kauhale 'Ōiwi o Pu'ukapu inventory control and computer input services. These duties include but are not limited to establishing and maintaining control accounts; collect budget related data and prepare summarizations, e.g., supplies and equipment use experiences, estimates of costs for supplies, equipment etc., for use by the Project Director in the preparation of budget and expenditure plans. The Fiscal Clerk will be under the direct supervision of the Project Director.

Qualifications: Should have knowledge of Hawaiian community; Arithmetic; Business English; filing; operation and operational maintenance of common office appliances and equipment including adding machines and calculators; standard accounting codes; classifications and terminology pertinent to accounts maintenance operations. Should have ability to plan and carry out the typical range of accounts clerical functions; write routine business letters, operate and maintain various common office appliances and equipment. Kaohi Ward of KALO has been selected for this position.

B. Organization Chart



**KALO
Organizational
Chart**



C. Compensation

Annual salaries paid by the applicant to the three highest paid officers, directors, or employees of the organization by position.

Position	Annual Salary
Executive Director	\$ 124,000
Chief Financial Officer	\$ 94,840
Program Director	\$ 97,103

VI. Other

A. Litigation


Kanu o ka 'Āina Learning 'Ohana does not have any pending litigation to which we are a party, including any outstanding judgment.

B. Licensure or Accreditation

Not applicable

BUDGET REQUEST BY SOURCE OF FUNDS
(Period: July 1, 2014 to June 30, 2015)

Applicant: Kanu o ka Aina Learning Ohana

BUDGET CATEGORIES	Total State Funds Requested (a)	(b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST				
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES				
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL	1,700,000			
TOTAL (A+B+C+D+E)				
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	1,700,000	Katie Benioni	887-1117	
(b)		Name (Please type or print)	Phone	
(c)				
(d)				
TOTAL BUDGET	1,700,000	Taffi Wise, Executive Director		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Kanu o ka Aina Learning Ohana

Period: July 1, 2014 to June 30, 2015

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
No equipment purchased with this grant			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
None			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

**BUDGET JUSTIFICATION
CAPITAL PROJECT DETAILS**

Applicant: Kanu o ka Aina Learning Ohana_____

Period: July 1, 2014 to June 30, 2015

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2012-2013	FY: 2013-2014	FY:2014-2015	FY:2014-2015	FY:2015-2016	FY:2016-2017
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION		\$ 2,080,000	\$ 1,700,000			
EQUIPMENT						
TOTAL:		2,080,000	1,700,000			
JUSTIFICATION/COMMENTS:						
Prior Year funding: USDA loan, County grant and Private Grant which can be used in FY 2014-2015						

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

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants and subsidies pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant or subsidy is awarded;
 - b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
 - c) Agrees not to use state funds for entertainment or lobbying activities; and
 - d) Allows the state agency to which funds for the grant 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 ensuring the proper expenditure of the grant or subsidy.

- 2) The applicant meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is incorporated under the laws of the State; and
 - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant or subsidy is awarded shall be conducted or provided.

- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
 - b) Has a governing board whose members have no material conflict of interest and serve without compensation.

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

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

Kanu o ka 'Aina Learning Ohana
(Typed Name of Individual or Organization)

(Signature)

Taffi Wise
(Typed Name)

(Date)

Executive Director
(Title)