

**The Twenty-Eighth Legislature
Application For Grants
Operating Grant-In-Aid Request**



Kualoa-He`eia Ecumenical Youth Project (KEY Project)

Na Pua O Ko`olau

Senior Services Program



Submitted: 1/22/16

House District 48
Senate District 23

THE TWENTY-EIGHTH LEGISLATURE
APPLICATION FOR GRANTS
CHAPTER 42F, HAWAII REVISED STATUTES

Log No:

For Legislature's Use Only

Type of Grant Request:

GRANT REQUEST – OPERATING

GRANT REQUEST – CAPITAL

"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.

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

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: Kualoa-Heeia Ecumenical Youth Project

Db:

Street Address: 47-200 Waihee Rd. Kaneohe, HI 96744

Mailing Address: 47-200 Waihee Rd. Kaneohe, HI 96744

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name KAIPO KUKAHIKO

Title Executive Director

Phone # 808-380-7376

Fax # _____

E-mail kkukahiko@keyproject.org

3. TYPE OF BUSINESS ENTITY:

- NON PROFIT CORPORATION INCORPORATED IN HAWAII
- FOR PROFIT CORPORATION INCORPORATED IN HAWAII
- LIMITED LIABILITY COMPANY
- SOLE PROPRIETORSHIP/INDIVIDUAL
- OTHER

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

SUPPORT FOR NA PUA O KOOLAU SENIOR SERVICES PROGRAM

4. FEDERAL TAX ID #: _____

5. STATE TAX ID #: _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2017: \$ 205,362.00

8. 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 \$ 0
FEDERAL \$ 0
COUNTY \$ 0
PRIVATE/OTHER \$ 30,000

KAIPO KUKAHIKO – EXECUTIVE DIRECTOR
NAME & TITLE

1/20/16
DATE SIGNED



RECEIVED
1/22/16

10/22

Application for Grants

If any item is not applicable to the request, the applicant should enter "not applicable".

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. Please include the following:

1. **A brief description of the applicant's background;**

The *Kualoa-He'eia Ecumenical Youth Project*, better known as "KEY Project", celebrated 48 years as a 501(c)(3) non-profit agency in October of 2015. Church and community leaders, in 1968, founded KEY in response to concerns relating to alienation of youth, stresses on families-in-need, and the desire to help our geographic area gain a greater measure of self-determination for itself in the face of major development schemes. Culturally and economically diverse, this northern Ko'olau Poko district includes an HHFDC housing complex (Ho'okipa Kahalu'u), a small shopping center, three elementary schools, densely populated Ahuimanu and He'eia, and the rural communities of Kahalu'u, Waiahole, Ka'alaea, Waikane, Hakipu'u and Kualoa.

The mission of KEY Project is, "to nurture and promote the cultural, environmental, social, economic and recreational well-being of the Kualoa-He'eia area by providing a vital grassroots civic resource that effectively serves the needs of our diverse multi-cultural community." We meet our mission through collaborative partnerships and, increasingly – per our 2014-adopted Strategic Transitions Plan – by functioning as a Community Center model. An excellent, new example of the above is the HMSA-supported *Blue Zones* project, focused on the health and welfare of a growing senior population. Such programs find an excellent base or "home" at the KEY Project Community Center, taking advantage of the varied spaces and amenities available at this strategically-located site.

KEY has also established a reputation for its work in community advocacy and stewardship. As a long-standing community supporter to preserve our natural resources, KEY is cognizant of the connection a healthy environment has to a thriving community. This undertaking has led to the protection of our region's natural water flow, to the restoration of lo'i kalo and loko i'a, and the stewardship of Waihe'e Stream engaging the entire community, from water tunnel to the coastal marshlands.

KEY Project's leaders are aware that our commitment to nurture the well-being of our community members must extend to those who support and influence them. The vision of a thriving community with healthy families, from keiki to kupuna, imposes the responsibility to provide the essential resources that increase the likelihood of positive outcomes.

2. The goals and objectives related to the request;

KEY's main goal for this request is to continue our new Na Pua o Ko'olau - Kupuna Breakfast program started in March 2015 which sought to engage and feed area seniors ages 50 and above. Kupuna Breakfasts have become a highlight event in our community with an average of 100 participants per breakfast with attendance as high as 200 participants at any given offering. Participation in this program by area kupuna has been significant and we have successfully engaged area kupuna reestablishing our community center as the gathering place in Ko'olaupoko. Through this engagement we have been able to provide other services and experiences for our an aging demographic within our extensive service area offering diverse activities from workshops on tower gardening to a newly formed kupuna ukulele group who have already performed at several venues on the Windward side.

We believe that kupuna thrive in a community they feel connected to; a place where they can express themselves, feel appreciated and be open to new learning and experiences; working in a garden they can nurture, getting reacquainted with a musical instrument, and singing with proud voices to be heard. Somewhere easily accessible, in their neighborhood that gives them the space to build friendships, enjoy a morning stroll or a session of Qigong. Here at the heart of our "Civic Center", they can benefit from a kitchen that cooks up nourishing meals for their bodies and shares recipes and tips for them to create easy meals at home. A center that honors the wisdom that comes with age and engages kupuna in projects with purpose and helps them to redefining what it means to age. This place for the Windward side of O'ahu is the KEY Project.

With almost 50 years of service and program provision, deep connections to community, an experienced and knowledgeable staff, a state-of-the-art facility, and an already-engaged kupuna population KEY Project is poised to expand its program services for the Windward side. The Na Pua o Ko'olau - Kupuna Breakfast Program is designed to:

- 1) Improve access to healthy meals
- 2) Increase participation in physical activities
- 3) Promote healthy cognitive function
- 4) Increase Social Connectedness

3. The public purpose and need to be served;

With an estimated 2,000 senior citizens in the areas between Kahalu'u and Hau'ula and no senior center within 20 miles of these communities going north, the need

to provide services and community opportunities for seniors is clear. Community Centers can offer places for older adults to gather with old friends or make new ones, to enjoy a meal or to engage in a variety of activities. Life enrichment classes, exercise programs, trips to interesting places, and financial and benefit counseling are some of the possible activities and benefits for these older adults. Activities are geared to the social, intellectual, cultural, economic, emotional and physical needs or interests of adults 50 years of age or older. Accessibility is key to older adults using resource centers and KEY Project is ideally located for access for kupuna from Kaneohe to Kahuku. KEY understands the immense value of kupuna as mentors and guides to next generations - youth and adults alike. Without active engagement in an intergenerational setting, generation gaps develop quickly, important knowledge and experience is lost and communities quickly find themselves in the kind of situation that prompted KEY's establishment.

4. **Describe the target population to be served; and**
KEY aims to serve seniors ages 50 and above who reside in Windward, Oahu from Kane'ohe to Kahuku. Since its inception, KEY Project has been a gathering place for community members, of all ages. Up until the late 1980's seniors, in particular, enjoyed having a "home" at KEY Project at the original site along Kamehameha Highway and since 1981 in the Multi-Purpose Community Center that KEY leases from the City. At this site, seniors have been able to meet for shared meals, work a community garden, participate in a workshop, music and kanikapila. The strategic location of this site has also made it convenient for supportive health services and other related activities. However, in the past two decades, with waning "outside" support from agencies specializing in senior services (including meals and transportation) the program has atrophied significantly. The program currently lacks appropriate on-site, in-the-community support staff, associated recruiting and assessment of area needs. While KEY continues to be in a position to provide space for congregate dining and senior activity, program support close to home is desperately needed. The need also extends down the coast, from Kahalu'u to Hau'ula where applicants have been turned away because of the lack of capacity to assist on the part of those currently offering such services.

In recent years KEY Project's senior citizen use has hovered around about 8 individuals up until 2014; most participants were in their 80s and 90s. The program lacked effective recruitment of new participants. In 2015, with the support of a City and County Grant in Aid, KEY embarked on a major venture to address needs for this growing demographic, the "Silver Tsunami" that our County and State have struggled to accommodate. There is a distinct need in the community for a place for seniors to gather, share meals, socialize, and share their wisdom and knowledge with the youth. According to the 2010 census, approximately 14.7% of Hawaii's population is over the age of 65. The population of the area between Kahalu'u and Hau'ula is approximately 15,000 individuals.

This means there are an estimated 2,000 senior citizens in these communities who could benefit from additional programs and services targeted for their needs.

5. Describe the geographic coverage.

Located at 47-200 Waihe'e Rd. Kaneohe 96744, our geographical vantage includes being central to the whole of northern Ko'olaupoko and the urban-fringe/semi-rural communities situated within and between He'eia to the south and Kualoa, to the north. As close as we may be to urban Kane'ohe town (the balance of the Castle school complex and the 96744 zip code area), our area still retains much of the open space and agrarian character that has survived decades of development attempts. We are resource rich in ways that are still very much appreciated and valued. Our community center serves families beyond Kualoa, along the windward coast throughout the adjacent moku of Ko'olaupoko.

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 the results, outcomes, and measures of effectiveness from this request. The applicant shall:

1. Describe the scope of work, tasks and responsibilities;

According to a study titled, "The Impact of Sustained Engagement on Cognitive Function in Older Adults: The Synapse Project," learning new and demanding skills while maintaining an engaged social network are critical to staying sharp as we age. By offering these services without charge and in their own neighborhood, KEY would provide much needed services that are either unavailable to our kupuna or unaffordable.

Operating under the premise that choices have a great impact on how one ages, we propose to facilitate a variety of healthy and active lifestyle choices through our community center. The types of activities offered will be designed to help kupuna eat well, exercise regularly, engage in learning opportunities, and provide a safe and comfortable place to connect to each other and to their community at large.

With the success of our new breakfast program KEY Project has already been able to attract area kupuna to its facilities and engage them in activities like Qigong, Zumba, Hawaiian 'ukulele music performance, workshops, and seminars with just volunteers. However, with an increase in funding for this project, KEY could expand its program to meet the identified needs of our Kupuna in the following component areas and subsequent activities:

Improve access to healthy meals

Proposed activities may include:

- Continued free breakfast at KEY Project twice every week

- Home delivery of meals to area kupuna who are registered participants but not able to participate
- Food box preparation and delivery through monthly Foodbank distributions that provide fresh produce, breads, and food items to over 75 kupuna. Along with the boxes KEY will create recipe cards that offer healthy suggestions for food preparation.

Increase participation in physical activities

Proposed activities may include:

- Formal contracts with instructors for Qigong and Zumba that ensure activity provision on a regular basis
- Lomilomi services from several community practitioners
- A formalized kupuna walking group at the regional park next door
- Hula, poi pounding and other cultural activities
- Coordinated community gardening
- Partnership with local Physical Therapists who offer education and instruction on techniques to help kupuna retain mobility and increase their ability to perform everyday tasks independently

Promote healthy cognitive function

Proposed activities may include:

- Regular informational seminars with area resident, Edwina Lee of Crown Care Hawaii
- Ukulele playing and singing group
- Art classes with the Creative Art Experience
- La'aulapa'au gardening with area experts
- Computer classes through KEY's own computer lab
- Ceramics classes with partnering City and County Parks and Recreation

Increase social connectedness

Proposed activities may include:

- Continued Kupuna breakfast twice a week
- Holoholo field trips to area partners like Papahana Kuaola, Paepae o He'eia, and Kako'o 'Oiwī
- Family movie nights
- Kupuna helping kupuna activities like food box preparation and meal deliveries
- Coordinated mentoring and storytelling with KEY's youth programs
- Ohana Bingo nights

2. **Provide a projected annual timeline for accomplishing the results or outcomes of the service;**

Timeframe	Activity	Responsible Party
July 2016 – June 2017	Provide free breakfast twice a week to area kupuna	Kipuka Kitchen Staff
July 2016 – August 2016	Hire and train new Program coordination staff	Executive Director/Fiscal Officer
August 2016 – June 2017	Coordinate activities to provide access to healthy meals	Na Pua o Ko'olau Kupuna Breakfast Staff
August 2016 – June 2017	Coordinate activities to encourage increased physical activity	Na Pua o Ko'olau Kupuna Breakfast Staff
August 2016 – June 2017	Provide opportunities to acquire new skills and improve cognitive function	Na Pua o Ko'olau Kupuna Breakfast Staff
August 2016 – June 2017	Provide and coordinate activities that promote social connectedness	Na Pua o Ko'olau Kupuna Breakfast Staff
July 2016 – June 2017	Provide oversight of program delivery and assessment/evaluation	ED/Fiscal Officer/Operations Manager

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

To ensure the components of the project are functioning as planned, quality assurance measures will be developed and tested from the beginning of the project period and more intensely as the project progresses. Monitoring the progress of the project, collecting relevant information and analyzing evaluation data from differing views will help to ensure a broad spectrum of information. Policies and Procedures are in place to ensure monitoring processes are expected and followed. Quality assurance measures to ensure the project to be effective and appropriate will be in place to track participant progress, relevancy and success. Appropriate measures to ensure staff skill and knowledge meet project requirements as well as staff support and/or training to be relevant and useful. The information will assist in planning future projects and in decision making when analyzing what works or what changes will be made to ensure success.

As KEY Project works to strengthen its programs and services, there is a concerted effort on the part of the administration to address the evaluation needs of the entire organization. Current evaluation and assessment capacity is limited to staff of each program and emphasis on evaluation has been limited. Through partnerships with organizations like the Consuelo Foundation, the Islander Institute and the Myron B. Thompson School of Social Work, KEY is finding much needed evaluation and assessment support. With guidance from these organizations, KEY envision creating an evaluation method that will help KEY assess program effectiveness, measure impact on recipients and measure performance over time and identify areas for improvement.

As currently envisioned, the evaluation will include a process study and an outcome study. Data will be collected primarily through observation and participant surveys and will be used to inform programmatic decisions, to report on successes and opportunities and to continue to develop better quality programming.

4. **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.**

ACTIVITIES	OUTPUTS	OUTCOMES	IMPACTS
<p>1. <i>Improve access to healthy meals:</i></p> <p><i>Provide meals to kupuna in a relaxed and social environment</i></p>	<p>1A. <i>Each week 250 free meals will be provided to Kupuna participants through two breakfast gatherings at KEY Project</i></p>	<p>1A. <i>75% of Kupuna will report an increased quality of life</i></p> <p>1A. <i>75% of Kupuna will report improved access to healthy food</i></p>	<p>1. <i>Kupuna have better energy and health to be active participants and contributors in their family and community.</i></p>
<p>2. <i>Increase participation in physical activity:</i></p> <p><i>Class schedule offering a variety of senior exercise classes including walking, Zumba, qigong, and gardening</i></p>	<p>2A. <i>Key project will offer at least one opportunity each program day for Kupuna to engage in a 30-minute exercise activity</i></p> <p>2B. <i>At least 20 seniors will participate each week</i></p>	<p>2. <i>75% of Kupuna participants will report an increase in their activity level.</i></p>	<p>2. <i>Kupuna will maintain or improve their physical health</i></p>
<p>3. <i>Promote healthy cognitive function:</i></p> <p><i>Workshops, activities and classes to engage Kupuna in active learning and sharing.</i></p>	<p>3A. <i>At least one workshops will be offered each week</i></p> <p>3B. <i>20 Kupuna will participate each week.</i></p>	<p>3A. <i>75% of Kupuna will report increased engagement in areas of interest and learning.</i></p> <p>3B. <i>75% of Kupuna will report an increase in access to relevant classes in the community.</i></p>	<p>3. <i>Kupuna will maintain or improve their cognitive function</i></p>

<p>4. Increase social connectedness:</p> <p><i>Talk story, cultural activities, ukulele/singing program.</i></p>	<p>4A. At least 2 activities offered each week that promote social connection, cultural pride, active listening, or storytelling.</p> <p>4B. 20 Kupuna will participate each week.</p>	<p>4A. 85% of Kupuna will report that they have a deeper sense of connection to their community.</p> <p>4B. 85% of Kupuna will report making at least one new friend.</p> <p>4C. 85% of Kupuna will report an increase in social participation and engagement.</p>	<p>4. Kupuna will have a broader network of support leading to a reduction of stress and isolation and increased positive social relationships.</p>
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III. Financial

Budget

- 1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.**
- 2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2017.**

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$58,840.50	\$58,840.50	\$58,840.50	\$58,840.50	\$235,362.00

- 3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2017.**

Na Lei Aloha Foundation, Consuelo Foundation, Harry and Jeanette Weinberg Foundation, Harold K.L. Castle Foundation, Hawaii Community Foundation, Kamehameha Schools, The Learning Coalition and the Aloha United Way.

- 4. The applicant shall provide a listing of all state and federal tax credits it has been granted within the prior three years. Additionally, the applicant shall provide a listing of all state and federal tax credits they have applied for or anticipate applying for pertaining to any capital project, if applicable.**

Not Applicable

5. **The applicant shall provide a listing of all federal, state, and county government contracts and grants it has been and will be receiving for program funding.**

See Attached

5. **The applicant shall provide the balance of its unrestricted current assets as of December 31, 2015.**

Current assets as of 12/31/15: \$82,157.05

IV. Experience and Capability

A. Necessary Skills and Experience

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

Since 1972, KEY Project has served as a site for seniors to gather for meals and socialization. In conjunction with Lanakila Rehabilitation Center (now Lanakila Pacific), KEY provided an ADA-accessible site in the midst of what would become the Civic Center complex that the surrounding community dreamed-of and planned-for. The current site that KEY occupies is truly a multi-purpose center and has developed a strong reputation for being a gathering place for all ages. Over the past four, almost five decades, KEY has maintained both the site and numerous programs that serve youth, families, community in an intergenerational setting. As many as 90 seniors once filled the main hall of the new center opened in 1981. KEY has been very successful with networking to support the disparate populations on site, by engaging others: public health nurses - through agreements with colleges and universities, clubs and organizations who contribute valuable service hours to help up-keep the complex, strong community support for KEY's fiscal stability through its annual Friends of KEY Campaign, Capital Improvement Projects, and continuing support from trusts, foundations, government with respect to underwriting of programs. KEY's annual fundraising events have also seen great success, with its main fundraisers raising critical unrestricted dollars to help the agency "keep the doors open and the lights on" for all hours, weekdays and weekends.

Most recently, KEY secured funding through a City and County of Honolulu Grant-in-Aid which allowed us to start the Na Pua o Ko'olau Kupuna Breakfast program in March of 2015. From March to November our breakfast program

served a total of 8,363 breakfasts on a bi-weekly basis with an average of 125 participants at each breakfast. With a part-time coordinator/cook and lots of volunteer help we were able to provide regular activities, guest speakers, workshops, events, classes and experiences that our participants might not have received otherwise. We generated excitement in our area with guest musicians stopping in to perform music and hula for our kupuna. We far exceeded the goals set with the City and County and we secured even more funding allowing us to extend the program for 3 extra months. We are confident that we have an experienced team and have a proven model of program success moving forward.

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.

The KEY Project includes an expansive pavilion (175 capacity) with large scale screening and presentation capabilities, a complex of state-of-the-art meeting spaces and classrooms equipped with Wi-Fi access, SMART Boards and web conferencing equipment. KEY employs a full-time Chef who provides community culinary classes and manages our commercial kitchen where hundreds of nutritious meals are prepared on a regular basis.

Our campus also includes a community garden, an aquaponics system, and a traditional imu pit in which we annually cook 500 turkeys for area resident during Thanksgiving for the last 29 years. We are closely situated between Kahalu'u Regional Park, the City's Parks and Recreation center and are within walking distance of 6 community churches. We are a handicap accessible facility and provide ample parking for our participants. KEY recently acquired a 15 passenger van to assist with transporting program participants and delivering meals.

KEY Project has provided social services, programs and essential meeting spaces to our community for almost fifty years. Service needs are generally identified through community partnerships, collaboration with local schools, service providers and families served by KEY. KEY provides support to all ages, through programs and services of our own or through those with whom we collaborate. Early childhood programs, non-school hour programming particularly for those transitioning into middle school, information/resource support, computer lab, a CBase High School Diploma class and our culinary training course. By leveraging community resources, KEY Project is able to provide a comprehensive slate of essential services such as legal services from Legal Aid Society, Tutu and Me – a traveling preschool, Catholic Charities-Meals on Wheels, Windward School for Adults classes, emergency food pantry, Foodbank and Ohana Food Distribution and the Nursing Program from Hawaii Pacific University. KEY has a long history of providing meeting space for clubs

and neighborhood organizations, including the Kahalu'u Lions Club – itself founded in 1967. Such groups represent “fertile ground” for recruiting both participants and volunteers to assist with our kupuna programming.

With deep roots in the community, a high-functioning multi-purpose facility, and history of strong partnerships and collaborations, KEY Project is poised to strengthen and expand our services to our kupuna.

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 the 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.

Current KEY staff expected to be involved with this project include Operations Manager, Valzey Freitas, MPA a native of Ko'olaupoko and who has over a decade of experience in non-profit community work and direct caregiving experience, Executive Director, Kaipo Kukahiko MSW also a product of Ko'olaupoko who is a trained social worker with a focus on Hawaiian culture, youth, and group work. Executive Director Emeritus, John Reppun who has 30 years of experience in program creation, implementation, and delivery with KEY Project. Fiscal Officer, Charlene Pinao has over 30 years of experience in banking and 8 years of experience doing non-profit fiscal management and Human Resources. KEY also employs a Kitchen Manager, Chef Ken Weir who has over 30 years of experience in the food service industry.

Current staff will work in support of the proposed staff who will be dedicated to our Na Pua o Ko'olau Kupuna Breakfast program to include two additional part-time kitchen staff to help prepare meals. Also, to facilitate kupuna engagement, coordinate program activities and maintain partnerships and collaborations to reach project goals, KEY will hire one full-time Project Coordinator and one part-time Project Assistant. All new staff will be required to have experience working with aging populations or in caregiving. The project Coordinator will have a degree in Social Work, Gerontology or other related fields or will have equivalent experience working in direct practice with seniors.

B. Organization 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 organization chart that illustrates the placement of this request.

See Attached

C. Compensation

The applicant shall provide the annual salaries paid by the applicant to the three highest paid officers, directors, or employees of the organization by position.

Executive Director - \$75,000

Community Development/Director Emeritus - \$60,000

Fiscal Officer - \$50,000

VI. Other

A. Litigation

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

None

B. Licensure or Accreditation

The applicant shall specify any special qualifications, including but not limited to licensure or accreditation that the applicant possesses relevant to this request.

Not Applicable

C. Private Educational Institutions

The applicant shall specify whether the grant will be used to support or benefit a sectarian or non-sectarian private educational institution. Please see Article X, Section 1, of the State Constitution for the relevance of this question.

Not Applicable

D. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2016-17 the activity funded by the grant if the grant of this application is:

(1) Received by the applicant for fiscal year 2016-17, but

(2) Not received by the applicant thereafter.

KEY Project is in the middle of enacting its new strategic plan that calls for a streamlined staff, a shift in program delivery and a more diversified revenue stream. Traditionally, KEY Project has been highly dependent on grant funding but this new strategic plan offers several strategies that seek to lower our dependence on grant funding, lower our overhead costs and generate more earned income.

The Kipuka Café, KEY Project's culinary program run by Chef Ken Weir, provides culinary training to area residents, offers rental of our certified kitchen and provides excellent catering services. Revenue generated out of the kitchen goes to support KEY programs and services and offers another avenue for income. Kipuka Café also gives KEY an important asset in providing meals to participants at our Na Pua o Ko'olau Kupuna Breakfasts as well as all KEY events and all fundraisers.

Other ways of generating revenue include maximizing facility use and securing long-term facility users who act as anchor partners. Several partnerships and long-term users like the Ho'omaikai Hula Halau and Hope Chapel Kahaluu to name a few offer KEY the ability to maximize use of its space while providing social, cultural and spiritual benefits to KEY's service area. The number of facility users has increased significantly over the course of this year and we expect that we will continue to see an increase in use and therefore an increase in earned income.

Finally, KEY is reestablishing itself as a true community center that facilitates programs and services in lieu of creating and maintaining all of its own programs and overhead costs associated with those programs. KEY offers a solid facility that has state-of-the-art equipment from SMART Boards in every classroom to a large movie theatre screen with surround sound in our large hall that has a 175-person capacity. Our facility is our biggest asset and we continue to generate creative ways of utilizing our space.

E. Certificate of Good Standing (If the Applicant is an Organization)

If the applicant is an organization, the applicant shall submit one (1) copy of a certificate of good standing from the Director of Commerce and Consumer Affairs that is dated no earlier than December 1, 2015.

See Attached

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2015 to June 30, 2016

___ Kualoa-Heeia Ecumenical Youth Project

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries	115,010			
2. Payroll Taxes & Assessments	13,800			
3. Fringe Benefits	20,052			
TOTAL PERSONNEL COST	148,862			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				7,200
5. Staff Training	500			
6. Supplies	40,000			20,000
7. Telecommunication				
8. Utilities	3,000			2,800
9. Contract Services-Project Coordinator	5,000			
10. Special Events	5,000			
11. Transportation	3,000			
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
TOTAL OTHER CURRENT EXPENSES	56,500			30,000
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	205,362			30,000
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested		Charlene [REDACTED]	(808) 239-5777	
(b) Total Federal Funds Requested		Name (Please type or print)	Phone	
(c) Total County Funds Requested		[REDACTED]	0/21/2016	
(d) Total Private/Other Funds Requested	30,000	Signature	Date	
TOTAL BUDGET	235,362	Kaipo C. [REDACTED] Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2016 to June 30, 2017

Kualoa-Heeia Ecumenical Youth Project

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Executive Director	1	\$75,000.00	5.00%	\$ 3,750.00
Fiscal Officer	1	\$50,000.00	5.00%	\$ 2,500.00
Operations Manager	1	\$40,000.00	5.00%	\$ 2,000.00
Program Director	1	\$36,000.00	100.00%	\$ 36,000.00
Kitchen Manager/Chef	1	\$50,000.00	50.00%	\$ 25,000.00
Kitchen Assitant	0.5	\$15,600.00	100.00%	\$ 15,600.00
Kitchen Assitant	0.5	\$15,600.00	100.00%	\$ 15,600.00
Program Assistant	0.5	\$14,560.00	100.00%	\$ 14,560.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				115,010.00
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2015 to June 30, 2016

Kualoa-Heeia Ecumenical Youth Project

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				0

JUSTIFICATION/COMMENTS:

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				0

JUSTIFICATION/COMMENTS:

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2016 to June 30, 2017

Kualoa-Heeia Ecumenical Youth Project

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2014-2015	FY: 2015-2016	FY:2016-2017	FY:2016-2017	FY:2017-2018	FY:2018-2019
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS:						

GOVERNMENT CONTRACTS AND / OR GRANTS

Apf Kualoa-Heeia Ecumenical Youth Project

Contracts Total: 514,394

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	State of Hawaii Bathroom ImprovementCIP	7/01/14-01/31-16	DLIR	State	300,000
2	CC Honolulu	Jan-14-Aug-15	Community Service	CC Honolulu	85,803
3	CC Honolulu	Sep-Nov 2015	Community Service	CC Honolulu	28,601
4	NOAA BWETT(Fiscal for Hui o Hauula)	July-14- Jan-16	NOAA	U. S.	99,990
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**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS PURSUANT TO
CHAPTER 42F, HAWAI'I REVISED 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 pursuant to Section 42F-103, Hawai'i 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 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 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.
- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawai'i 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 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, Hawai'i 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, Hawai'i Revised Statutes, for grants used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant 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 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.

Kualoa-Heeia Ecumenical Youth (KEY) Project
(Typed Name of Applicant)



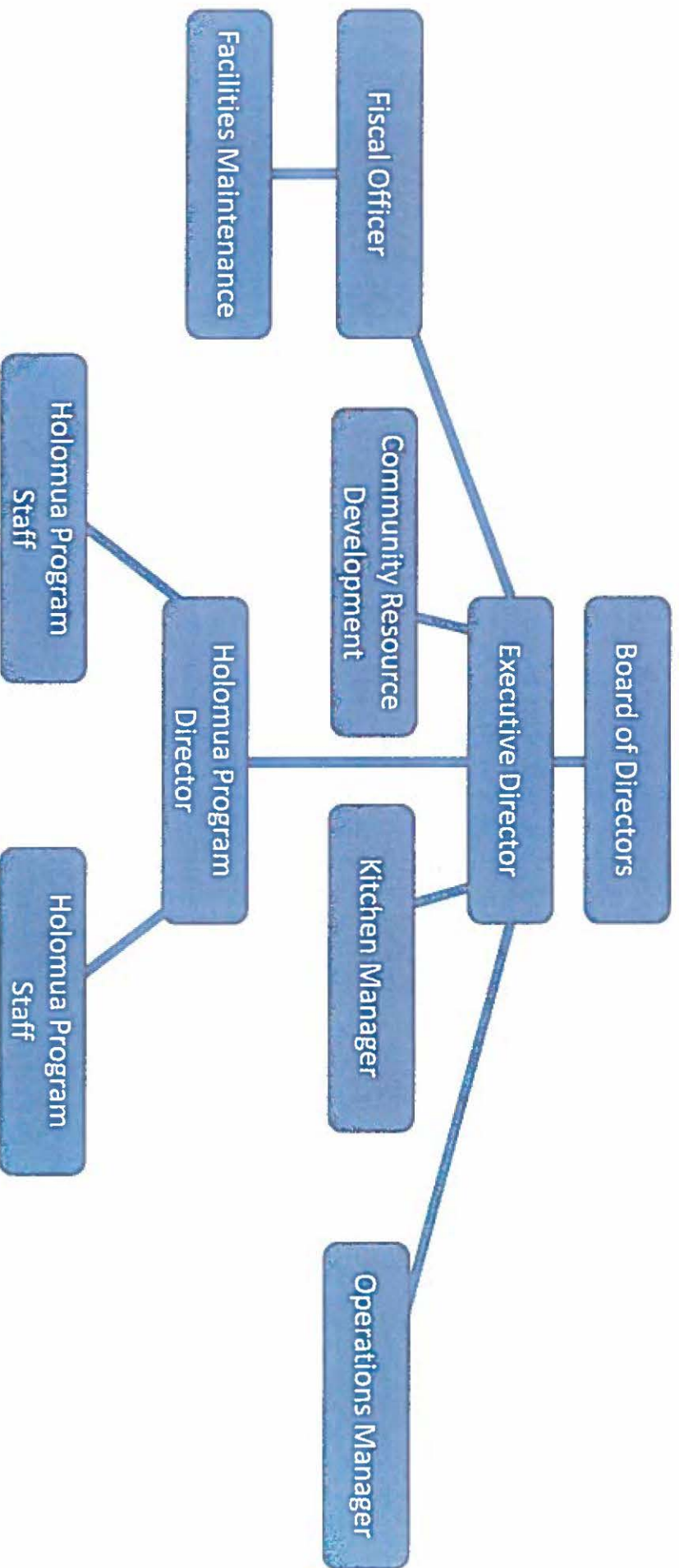
January 20, 2016
(Date)

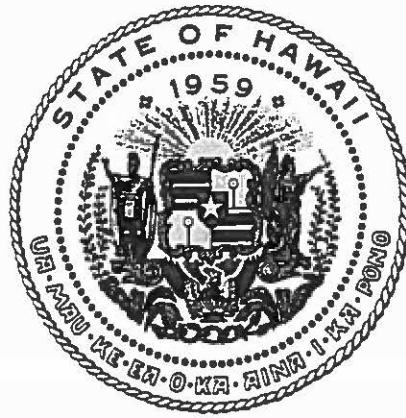
Kaipo Kukahiko
(Typed Name)

Executive Director
(Title)

Organizational Chart

Kualoa-He'eia Ecumenical Youth (KEY) Project





Department of Commerce and Consumer Affairs

CERTIFICATE OF GOOD STANDING

I, the undersigned Director of Commerce and Consumer Affairs of the State of Hawaii, do hereby certify that

KUALOA-HEEIA ECUMENICAL YOUTH PROJECT

was incorporated under the laws of Hawaii on 06/10/1968 ; that it is an existing nonprofit corporation; and that, as far as the records of this Department reveal, has complied with all of the provisions of the Hawaii Nonprofit Corporations Act, regulating domestic nonprofit corporations.



IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Department of Commerce and Consumer Affairs, at Honolulu, Hawaii.

Dated: January 21, 2016



Director of Commerce and Consumer Affairs