

House District   42  

Senate District   20  

**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: Ulu A'e Learning Center

Dbas:

Street Address: 1120 Kakala Street #503 Kapolei, HI 96707

Mailing Address: P. O. Box 700646 Kapolei, HI 96709

**2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:**

Name MIKIALA KANEKO

Title Executive Director

Phone # 808 8640013

Fax # \_\_\_\_\_

E-mail uluaelearningcenter@gmail.com

**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:**

CULTURAL AFTER SCHOOL AND SUMMER PROGRAM

4. FEDERAL TAX ID #: \_\_\_\_\_

5. STATE TAX ID #: \_\_\_\_\_

**7. AMOUNT OF STATE FUNDS REQUESTED:**

FISCAL YEAR 2017: \$ 109,240

**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 \$ 25,000

FEDERAL \$ \_\_\_\_\_

COUNTY \$ \_\_\_\_\_

PRIVATE/OTHER \$ 20,000

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

MIKIALA KANEKO  
NAME & TITLE

20 mh  
DATE SIGNED  
1/26/2016



**Application for Grants**  
**Ulu A`e Learning Center**  
**Cultural After School and Summer Program**  
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2. Letter of Support from Kapolei High School
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## **Application for Grants Ulu A'e Learning Center Cultural After School and Summer Program**

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

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

**Applicant's background:** Ulu A'e Learning Center, a nonprofit corporation, was organized in the State of Hawaii by Kumu Hula Miki'ala Kanekoa in July 2014. Its mission is to empower and enrich lives through programs that develop skills, build confidence and promote healthy relationships based on Hawaiian values and customs.

Currently, Ulu A'e operates several culture-based programs, which are all delivered in West O'ahu. These programs include, but are not limited to: (1) a once a week after school program at Kapolei Middle School, (2) an outdoor Hawaiian studies course at Lanikohonua for 7<sup>th</sup> graders, *conducted in partnership with the Lanikūhonua Cultural Institute and the Bishop Museum*, (3) a monthly service day at the native and cultural plant garden, Mālaola, in Kunia, *conducted in partnership with the Mālama Learning Center and Pioneer Farms*, (4) a monthly service day at Pu'u 'O Kapolei, a cultural and native garden site at the top of Kapolei Regional Park, (5) and, an annual Chili Cook Off community event that provides operating and scholarship funds for the organization.

Miki'ala Kanekoa began teaching in the Kapolei community in 2004 when she was hired as an English teacher at Kapolei High School. It wasn't long after she was hired that her students and community members discovered her profound knowledge of Hawaiian culture and language, and also learned that she was a bona fide kumu hula, who had formally received her kumu hula rite by esteemed hula master Mae Kamamalu Klein. Miki'ala was urged to open a hālau in the community, and she did, forming Hālau 'o Kaululaua'e in 2005. There were no hula hālau in Kapolei at the time, and her hālau quickly grew. And as the hālau grew, so did her work in the community.

Throughout the past 12 years of working with children, youth and families in the Kapolei community, Miki'ala has dedicated herself to offering lessons in hula, Hawaiian language, culture and music to all students regardless of the student's ability to afford the opportunity. She accepts all students, as long as there is a commitment to participate in lessons and activities. Through countless volunteer hours and mini fundraisers, she has worked with hundreds of students to enrich lives and continue the cultural practices of the native Hawaiian community.

Ulu A'e Learning Center (Ulu A'e) was formed due to the same sort of urging and hopefulness that she experienced 12 years prior from the community with the start of her hālau. This time,

though, the urging was for her to expand the reach of her work and make accessible her unique and place-based culture curriculum and programs to all keiki and youth in the community.

In late 2014, Ulu A'e applied for and received its IRS 501 (c) 3 designation, please see Attachment 1. With this in hand, additional fundraising was conducted to support and expand current programs to more keiki and youth in West O'ahu, starting with the Kapolei Complex schools.

**Goals and objectives:** This 12 month project will provide an expansion of the current once a week after school program. From one day a week, we plan to go to two days a week at Kapolei Middle School offering more diverse services and hands-on cultural learning during the after school hours. In addition to hula, the program will expand to include music ('ukulele and hula instruments), native crafts, health and fitness lessons and a once a month excursion to a historically significant site within the community. Ulu A'e will also develop and deliver a Monday through Friday Summer program at Kapolei Middle School. It is a longer-term goal of Ulu A'e to have a five-day after school program at both the middle and elementary schools within the community.

The **public purpose and need** to be served: Kapolei is part of one of the fastest growing regions on the island of Oahu. With a population of a little over 15,000, according to the 2010 Census, it is also one of the youngest. The median age is 33.1 years compared to a State average of 38.3. Over 30% of the population of Kapolei is under 18 years of age compared to the State's 22%. Kapolei also has more working parents of children 6 to 17 years of age at 81% vs. the State's 74%. There is a need for afterschool activities, especially for elementary and middle school keiki. That need is supported by the attached letter from Kapolei High School principal, Elden Esmerelda (Attachment 2).

As reported in a Pacific Business News article in April 2015, schools in Kapolei are bursting at the seams with students. One area principal is quoted as asking a nearby, recently opened, private school how many students they could handle because of the overcrowding at his school. A new elementary school, Ho'okele opened this year with another elementary and middle school planned as the State Department of Education is able to secure the capital funds to build.

That article also states that the community could use increased investment of the City and State governments by locating offices in Kapolei to provide jobs to not only ease the traffic problems but allow people to work closer to where they live. Nearly 96% of the 7,634 civilian employees over 18 years of age use a car, truck or public transportation to get to work. This compares with 87% for the State,

A survey of afterschool programs in the area shows A+ and City and County park activities, but no regularly occurring culturally based programs. Ka'ala Farms provides a farming based program for keiki and the Mālama Center provides a plant-based workshop from time to time, but nothing on an ongoing basis. There are also no Hawaiian immersion or charter schools in Kapolei for parents who would like Hawaiian language and culture education for their children.

The University of Hawaii Center on the Family's most recent report on Kapolei shows 48% of adolescents indicating a lack of interest in school compared to a State average of 45%. For a community that is nearly one third Native Hawaiian (compared to the State's 25%), culture-based programs would add relevancy and personalization to learning, thereby helping to increase the current performance of schools in the community. Kapolei Middle School recently earned a "D" in Department of Education performance.

As noted in the letter from Elden Esmeralda, principal of Kapolei High School (Attachment 2), there are few of these programs to keep the Kapolei youth involved and engaged. Currently Ulu A`e provides one day, Monday, of after school services for 30 youth at Kapolei Middle School. This project will increase this culturally based after school program from one to two days, include 60 students, add a summer program for 30 more students, and add at least two new, free, culturally based activities for families and visitors in West Oahu.

**The target population** to be served: With an additional day of much needed afterschool activities, it is estimated that an additional 30 middle school students will have the opportunity to learn and participate in the language and history of our native culture through dance, language, native crafts, excursions and mele. They will demonstrate the acquisition of those skills at an end of semester showcase or hō`ike where the community will be invited to attend. With a community that is younger on average (31.7 years vs. 38.3 for the State), is 42% Native Hawaiian<sup>1</sup> compared to the State average of 26.2%, and with a higher than average of adolescents reporting lack of interest in school<sup>2</sup> this program increases the relevancy of learning while perpetuating our native culture.

The **geographic coverage**: This project will include middle school students in West Oahu, principally, those attending Kapolei schools.

## II. Service Summary and Outcomes

1. The **scope of work, tasks and responsibilities**: Currently Ulu A`e provides one day, Monday, of after school hula and language classes for 30 keiki at Kapolei Middle School. This project will increase this culturally based after school program from one to two days for fall 2016 and spring 2017 and deliver a two month, Monday through Friday summer 2017 program. At least 90 students will participate in this expanded program and participate in an end of semester showcase of newly acquired skills provided for families and others in the West Oahu community.

The program currently includes a unique place-based curriculum with lessons in hula, Hawaiian language and mele, all of which teach about the significant stories, places and people of Kapolei and its neighboring communities. Through chant, students learn geography by reciting places which include their mountain range, Ka`ala and other places within their ahupua`a, Honouliuli, and the moku of `Ewa. Students also learn about the environment and the importance of water conservation through the hula, He Mele No Ka Wai, a dance about the water cycle. History

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<sup>1</sup> 2013 American Community Survey

<sup>2</sup> 2003 University of Hawaii Center on the Family Community Report

lessons are delivered through our monthly excursions to cultural sites like the Kalaeloa Heritage Park and Pālehua. Students discover that there was once a bathhouse called Kalena Kai in Līhu'e, the area that is today known as Schofield Barracks. Most of the students are not aware of the cultural treasures that lie within their community. Awareness of these treasures and their significance will help build a greater sense of pride and stewardship among these students for the community they live in.

This program will be expanded to include 'ukulele instruction, cultural arts and crafts, health and fitness and a monthly excursion to a cultural site within the community. The current and new curriculum components will be incorporated into a Monday through Friday summer session in 2017. Since funding for this request ends on June 30, 2017, additional funding is being sought to assured the full delivery of the summer portion of this project in July 2017. Funding recently secured from the Hawaii Tourism Authority will allow for the planning and initial delivery of the expanded program during the first half of 2016.

2. Project milestones, specific tasks, timing (the **projected annual timeline**) and responsibilities are included in the table below. Also included are the sources of funding and expected deliverables for each of the milestones. The major milestones include:
  1. Beginning in January 2016 and through July 2016, the **curriculum of the current program will be developed to include** an additional day. Music in the form of 'ukulele lessons, arts and crafts, health and fitness and a monthly excursion will become part of the curriculum. Resources (Resource teachers and supplies) for the additional day will be secured from June through July 2016;
  2. Also beginning in January 2016, the **financial and program procedures/systems** will be upgraded to provide for multiple grants administration and program reporting. Ulu A'e also plans to create and regularly update its website so registrations can be handled online.
  3. Beginning in May 2016, before the end of the school year, **students for the fall semester will be recruited**. Kapolei Middle School's Parent and Community Coordinator has committed to assisting in this task (Attachment 3). Registration of students will take place from May 2016 until the start of the fall semester in August 2016. We estimate that 30 students will be recruited for the fall and spring semesters and another 30 will register for the summer session.
  4. **Scholarship** requests will be part of the registration process. Ulu A'e has some internal funding for this, but will seek additional funding, if needed. We estimate that about 40% or, about 12 students will require financial assistance to participate in the program.
  5. The additional day of the **afterschool program will begin** on August 1, 2016 and run through December 20, 2016.
  6. A **showcase of student-acquired skills** is planned for the end of each semester with one taking place in December 2016 and the second in May/June 2017. Planning for the event activities will start in October 2016 and in March 2017, respectively, once the new afterschool program is underway. Students and parents will be asked to

commit to participating in the showcase. The venue will be secured, the program developed, and advertising space sold in the showcase's printed program. As in previous years, the printed program and solicitation of advertisers has been a volunteer function that covers the printing of the program itself and adds to the scholarship and operating funds as well.

7. At the end of each semester and the summer session, students, parents and volunteers will be asked for their input/**evaluation** about the program. Instruments will be developed for the evaluation and implemented at the end of each semester. Results of these evaluations will be used for future program planning and reported, as appropriate, to our individual funders.
8. In February 2017, **planning for the summer program** will begin. The summer program will be during the day for at least 3 hours, Monday through Friday, for six to eight weeks. The curriculum will be further expanded to include Hawaiian language, native plants, and cultural excursions. The goal is to have one excursion each month for the students to acquire an additional skill (working with native plants) or learn about a cultural site within their community.
9. **Students will be recruited for the summer session** beginning in April and running through the end of the school year, the third week of May 2017. We estimate that at least 30 students will register for this summer session.
10. The **summer program** is estimated to run from the last week of May 2017 through the end of July 2017.
11. **State agency billings and reporting** will be done in a timely, accurate manner with the system/procedure upgrades done in early 2016. Final billing and reporting is expected to be completed in July 2017 at the close of the grant.

More details of each of the milestones are included in the table as well as the source of funding.



**Ulu A`e Learning Center**  
**State of Hawaii Grant in Aid Proposal**  
**Cultural AfterSchool and Summer Program**

| Milestone/Task  | Timeframe              | Responsible  | Funding source           | Outcomes/Deliverables   |
|---|------------------------|--|--------------------------|---|
| 1.0 Expand current after school program to an additional day, i.e. Tuesday                                    | Jan to Jul 2016        | Program director   | HTA, Campbell            | Secured site, resources and supplies.<br>Curriculum developed   |
| 1.1 Secure training space and integrate any site rules and procedures with organization rules/procedures      | Apr to May 2016        | Program Director and school community coordinator              |                          |   |
| 1.2 Expand curriculum to include ukulele, arts and crafts.  | May to June 2016       | Program director and resource teachers                         |                          |   |
| 1.3 Secure resources teachers, as appropriate, e.g. ukulele teacher, arts/crafts practitioner                 | June to Jul 2016       | Program director   |                          |   |
| 1.4 Secure supplies (ukulele, other hula instruments, materials for arts/crafts, supplies for workbooks.      | Jul-16                 | Program director and resource teachers                         |                          |   |
| 1.5 Develop schedule for class training and training materials.   | Jul-16                 | Program director   |                          |   |
| 1.6 Orient program assistants, resource instructors and volunteers  | Jul-16                 | Program director, assistants, resource teachers and volunteers |                          |   |
| 2.0 Expand systems for reporting of results to funder and administering grant funds on month basis            | Jan to Feb 2016        | Executive director and finance/grants administrator            | HTA, Campbell            | Grant established as class code in QuickBooks and reporting format established.   |
| 3.0 Recruit students  | May thru Aug 2016      | Program Director and school community                          | HTA and GIA              | At least 30 students are recruited for the first additional day of after school sessions  |
| 3.1 Work with School community coordinator on development of parent flyer and distribution                    | May thru Aug 2016      | Program Director and school community coordinator              |                          |   |
| 3.2 Register students, determine if qualified for scholarship   | Jun thru Aug 2016      | Program director, assistants and volunteers                    |                          |   |
| 4.0 Estimate scholarship needs and as needed secure sources of funding for fall semester students and program | May 2016 thru Jan 2017 | Staff, volunteers  | Internal & other funding | At least 10 low to moderate income students will be provided scholarships   |
| 5.0 Deliver additional day of afterschool program   | Aug 2016 to Dec 2016   | Program director, assistants, resource teachers and volunteers | HTA and GIA              | We are successful if we are able to deliver at least 90% of the estimated 24 program days and students have learned at least one new cultural concept/skill |

**Ulu A`e Learning Center**  
**State of Hawaii Grant in Aid Proposal**  
**Cultural AfterSchool and Summer Program**

| Milestone/Task  | Timeframe                                       | Responsible  | Funding source | Outcomes/Deliverables  |
|---|---|--|----------------|--|
| 6.0 Plan and execute end of semester recital/showcase   | Oct 2016 thru Dec 2016, Marr 2017 thru May 2017 | Executive/Program director, assistants, resource teachers and volunteers | HTA and GIA    | 90% of the students participate in this showcase of their new skill, at least two visitors to the islands attend the showcase. |
| 6.1 Develop event activities and schedule   | Oct 2016, Mar 2017                              | Executive Director, Program Director                                     |                |  |
| 6.2 Secure volunteers, site, musicians, audio, tents and other needed equipment, costuming and supplies     | Oct 2016 thru Dec 2016, Marr 2017 thru May 2017 | Executive/Program Director   |                |  |
| 6.3 Secure commitment from students and their parents to participate in showcase                            | Oct 2016, Mar 2017                              | Program Director, students and parents                                   |                |  |
| 6.4 Sell ad space in program to be use for scholarships   | Nov 2016, Apr 2017                              | Executive Director, parents and volunteers                               |                |  |
| 6.5 Develop and distribute marketing materials  | Nov 2016, Apr 2017                              | Executive Director, parents and volunteers                               |                |  |
| 6.6 Orient all participants on the activities of the event and their roles.                                 | Dec 2016, May 2017                              | Staff, students, parents and volunteers                                  |                |  |
| 6.7 Hold event  | Dec 2016, May 2017                              | Staff, students, parents and volunteers                                  |                |  |
| 7.0 Evaluate program and process  | Dec 2016 to Jun 2017                            | Program Director   | HTA and GIA    | 90% of the students are satisfied with their participation in the program  |
| 7.1 Develop evaluation instrument for students and staff/volunteers to complete                             | Dec-16  | Staff  |                |  |
| 7.2 Distribute evaluation forms and consolidate results   | Dec 2016, May 2017                              | Staff  |                |  |
| 7.3 Develop program enhancements and share results with parents, board, funders                             | Jan 2017, Jun 2017                              | Staff  |                |  |
| 8.0 Plan for summer class offering, 8 weeks 5 days/week, 3 hour class                                       | Feb to May 2017                                 | Executive/Program Director   | HTA, GIA       | At least 30 students are recruited for the first summer session of Ulu A`e Learning Center                                     |
| 8.1 Develop program curriculum to include hula, ukulele/mele, language, cultural site visits, native plants | Feb to Mar 2017                                 | Program Director/ Kumu Hula, assistants, resource teachers               |                |  |
| 8.2 Secure sites, supplies and resource teachers  | Mar to Apr 2017                                 | Program Director/ Kumu Hula, assistants, resource teachers               |                |  |

**Ulu A`e Learning Center  
State of Hawaii Grant in Aid Proposal  
Cultural AfterSchool and Summer Program**

| Milestone/Task  | Timeframe                     | Responsible  | Funding source                                     | Outcomes/Deliverables   |
|---|-------------------------------|--|--|---|
| 8.3 Develop training schedule and classroom materials   | Apr-17                        | Program Director/ Kumu Hula, assistants, resource teachers |  |   |
| 8.4 Develop and distribute marketing materials  | Apr to May 2017               | Staff, students, parents and volunteers                    |  |   |
| 8.5 Orient program assistants, resource instructors and volunteers                                      | May-17                        | Staff, resource teachers, volunteers                       |  |   |
| <b>9.0 Recruit students</b>   | <b>Apr to June 2017</b>       | <b>Executive/Program Director</b>                          | <b>GIA, HTA</b>                                    | 30 students will be recruited for program   |
| 9.1 Work with individual school community coordinators on development of parent flyers and distribution | Apr - May 2017                | Program director, schools, parents, volunteers             |  |   |
| 9.2 Distribute flyers to current students and parents   | May 2017-Jun 2017             | Program director, schools, parents, volunteers             |  |   |
| 9.3 Register students, determine if qualified for scholarship   | May to Jun 2017               | staff  |  |   |
| <b>10.0 Implement summer program</b>  | <b>May thru Jul 2017</b>      | <b>Staff, resource teachers, volunteers</b>                | <b>City?, internal funding, additional funders</b> |   |
| <b>11.0 Provide State agency with billings and required reporting</b>                                   | <b>Jul 2016 thru Jun 2017</b> | <b>Program Director, Finance/Grants Admin</b>              | <b>GIA</b>   | Billings and status reports done on a timely and accurate basis.                              |
| <b>12.0 Evaluate program and process to enhance program and expand further for next school year.</b>    | <b>May 2017-Jun 2017</b>      | <b>Program Director</b>                                    | <b>HTA, GIA</b>                                    | 90% of the students in the program feel they learned at least one new cultural concept/skill. |
| 12.1 Distribute evaluation instrument, consolidate results.   | May-17                        | Staff  |  |   |
| 12.2 Develop program enhancements and share results with parents, board, funders.                       | Jun-17                        | staff  |  |   |

3. The **quality assurance and evaluation plans** for this request are included in the above work plan. Evaluation instruments will be developed and implemented with each program session. Input will be sought from students, parents, resource teachers, staff and volunteers. Results of the evaluation will be incorporated into future program plans and shared with funders as appropriate.

To assure the quality of the instruction, Ulu A`e will engage cultural expertise in delivering some of the additions to the program. In addition to the knowledge of Kumu Miki`ala, these cultural practitioners will be asked to share their knowledge with the students via mele and crafts during the additional afterschool days: Kalā Holden (kahu of Kapolei Hawaiian Civic Club), Shad Kane (historian, author and cultural advisor), Dalani Tanahy (kapa maker), Tuti Kanahale (former Ni`ihau resident and Hawaiian language teacher), Radley Rabut (lauhala weaver), Anu Anuheali`i (Pālehua ranger and chant practitioner).

Working with keiki, keeping both them and their parents engaged is a challenge. So input from both keiki and their families will be sought both formally and informally. Kumu Miki`ala will oversee and participate, as appropriate, in all the sessions assuring that the instruction is personalized and relevant and that every opportunity to include the entire family is pursued. In addition to the formal evaluation, the Kumu and her staff will use their observations and comments received from keiki, their parents and the cultural practitioners in enhancing the program along the way and with each subsequent session. These enhancements will be shared, as appropriate, with each of our funders.

Involving the family in the instruction of keiki adds to the personalization of the subject matter and its retention. The showcase at the close of the semester and the annual chili cook off, which includes a showcase of student skills, provide opportunities for the entire family to be involved. Parents are encouraged to observe the classes, which provide opportunities for informal input on how the program is progressing.

4. The **measure(s) of effectiveness** are reflected in the work plan shown above. We estimate each of the three sessions (fall 2016, spring 2017 and summer 2017) will have 30 students enrolled. We also estimate that some 40% of the participants, about 12 students each session, will need some financial assistance to cover the tuition of \$5 per week (current estimate) for the fall and spring sessions and about \$300 for the summer session. Fees generated from the program will be used to cover scholarships and for operating expenses not covered by grant funds.

### **III. Financial**

#### **Budget**

1. The budget forms follow this proposal starting on page 16. A narrative explaining each of the line items is detailed below.

**Personnel Costs:**

**Salaries:** Salaries are based on the work plan and an estimate of the time required to accomplish each task. The Executive Director will also serve as the Program Director and Kumu Hula/instructor. Twenty five percent of her time will be administering the program, developing the curriculum and securing the resources to implement the program:  $.25 \times 60,000/\text{annum}/12 = \$15,000$ . Forty percent of her time will be needed for program preparation and instruction time:  $.40 \times \$60,000/\text{annum} = \$24,000$ . The two program assistants will each be .25 FTE  $\times \$25,000/\text{annum} = \$12,500$ . And the finance/grant person will allocate .15 FTE to the program at  $\$50,000/\text{annum} = \$7,500$ . Total salaries:  $\$15,000 + 24,000 + 12,500 + 7,500 = \$59,000$ .

**Payroll Taxes and Assessments** are estimated at 7.65% FICA and Medicare + 2.0% for State Unemployment insurance+ 1% for Temporary Disability Insurance + 1% for Worker's compensation for a total of 11.65%  $\times \$59,000$  in salaries =  $\$6,874$ .

**Benefits** include just 2% for retirement savings  $\times \$59,000 = \$1,180$ . The Executive/Program Director/Kumu has medical insurance and will waive that requirement. Other positions are below the required hours for medical insurance.

**Insurance** is estimated to remain the same as was paid this year at \$1844 for liability and directors and officers insurance.

**Lease/Rental of Equipment** is required for the audio equipment at \$300 for each of the two ends of semester showcases:  $\$300 \times 2 = \$600$ .

**Lease/Rental of Space** is estimated at \$100 per day for approximately 65 days of use during the fall and spring semesters and a portion of the summer session that will fall within the grant period.  $65 \times \$100 = \$6500$ . Rental for the two end of semester showcases is estimated at  $\$800 \times 2 = \$1600$  for a total of  $\$6500 + \$1600 = \$8100$

**Supplies:** Office supplies:  $\$50/\text{month} \times 12 \text{ months} = \$600$ . Program supplies are estimated at  $\$11,360 = 60 \text{ students} \times \$20 \text{ workbooks/materials} (\$1200) + \$150 \times 10 \text{ ukulele} (\$1500) + \$300 \text{ hula instruments} + \$200 \text{ wireless speaker} + \$30 \text{ summer students} \times \$100/\text{workbook/supplies} (\$3000) + \$10 \times 6 \text{ lei for showcase} (\$60) + \$150 \times 30 \text{ student costumes} (\$4500) + \$600 \text{ for flyers}$ . And finally postage is estimated at  $\$10/\text{month} \times 12 \text{ months} = \$120$ . Total supplies =  $\$600 + 11360 + \$120 = \$12,080$ .

**Telecommunications** =  $\$100/\text{month} \times 12 \text{ months} = \$1200$ .

**Professional Services for tax and audit services** is estimated at \$3000 and payroll services are estimated at  $\$32 \text{ per staff} \times 4 \text{ staff members} \times 12 \text{ months} = \$1536$  for a total of \$4,536.

**Profession services for cultural practitioners** in ukulele, arts and crafts and cultural sites is estimated at  $\$23/\text{hour} \times 262 \text{ hours} = \$6,026.00$ . Emcees and musicians will be needed for each of the two end of semester showcases and are estimated to cost  $\$500 \times 2 + \$2000 \times 2$  (respectively) for a total of \$5000.

**Transportation** totals \$600 and includes mileage at \$25/month X 12 months = \$300 and at least 10 round trip buses for site visits beginning in Fall 2016: 10 X \$250=\$2,500 + 300= \$2,800.

2. Anticipated quarterly funding requests for the fiscal year 2017:

| Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 | Total Grant |
|-----------|-----------|-----------|-----------|-------------|
| \$23,629  | \$28,923  | \$23,379  | \$33,309  | \$109,240   |

3. Possible sources of funding that we are seeking for fiscal year 2017 include the City and County of Honolulu Grant in Aid, the Administration for Native Americans, the James and Abigail Campbell Family Foundation, and Kamehameha Schools. Ulu A'e will also be researching private foundations for possible sources of funding and is working with its board to find/implement other sources of funds.

4. No state or federal tax credits have been granted to the organization.

5. The only state contract received to date is the grant from the Hawaii Tourism Authority. A copy of their award letter is included in Attachment 4 and noted the government contracts table on page 21.

6. An unaudited financial statement is included in Attachment 5. Most of the expenses in 2015 have been covered by the grant funds received from the James and Abigail Campbell Family Foundation. Unrestricted funding of about \$4,070 was generated from the annual Chili Cook off and the sale of t-shirts and food items.

**IV. Experience and Capability**

**A. Necessary Skills and Experience**

As described above, Ulu A'e is a new nonprofit organization. It is supported by the experience and effort of Kumu Hula Miki'ala Kanekoa, her students, parents and volunteers. The Kumu's resume is included in Attachment 6. In addition to her career as a secondary school teacher at Kapolei High School, Mikiala has spent her spare time establishing her hālau and training hundreds of elementary, middle and high school students in the intricacies of the Hawaiian culture. Tuition is often waived for those not able to pay but willing to commit to participate and learn. There are currently 120 students in the halau and 33 students in the Monday after school program.

Ulu A'e was recently awarded funding from the James and Abigail Campbell Family Foundation (Attachment 7) to support the establishment of the afterschool program. In addition to that funding the foundation has created a partnership with a number of cultural practitioners, including Kumu and the Bishop Museum, to deliver culturally based learning activities for local

students at its Lanikūhonua facility. Miki'ala and her hālau have also participated in the foundation sponsored Lanikūhonua Hula Festival for the past seven years.

The Queen Lili'uokalani Children's Center (QLCC) has provided funding to the hālau and her afterschool program through a fiscal sponsor, Kapolei High School. Now that the nonprofit has been established, funding will come directly to Ulu A'e. A copy of the latest progress report to QLCC is included in Attachment 8 with a letter reflecting QLCC's commitment to the program.

## **B. Facilities**

Ulu A'e Learning Center has had the good fortune of being able to access school facilities for its afterschool program. As the program expands we expect that the school may want to receive rental income to offset the cost of electricity and maintenance. A copy of the commitment from Kapolei Middle School is included in Attachment 3.

Ulu A'e is also in the process of working with the City to adopt the park area surrounding the hula mound in Kapolei. When secured, the bunker at the site will be refurbished and available for use by the program and other community groups.

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

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

Being a new organization, current staffing includes just the Kumu Hula, Miki'ala Kanekoa. Miki'ala completed her training as a kumu hula in 2003 and established Hālau 'o Kaululau'e, a hula school two years later. She instructs ages 5 to kūpuna in dance and mele, supervising a staff of five and dozens of volunteers. Kumu has been a Hawaiian language and English teacher at Kapolei High School since 2004. She earned her Master's Degree in Secondary Education from Chaminade University in Honolulu and a Bachelor's of Arts Degree in Philosophy from the University of Puget Sound in Tacoma Washington.

The halau currently employs a number of program assistants, who will be candidates for the proposed positions of this project. These program assistants are largely former students who have been trained in the hula and mele that will be part of the curriculum in the after school program. They also have experience in assisting with the instruction of keiki and classroom management.

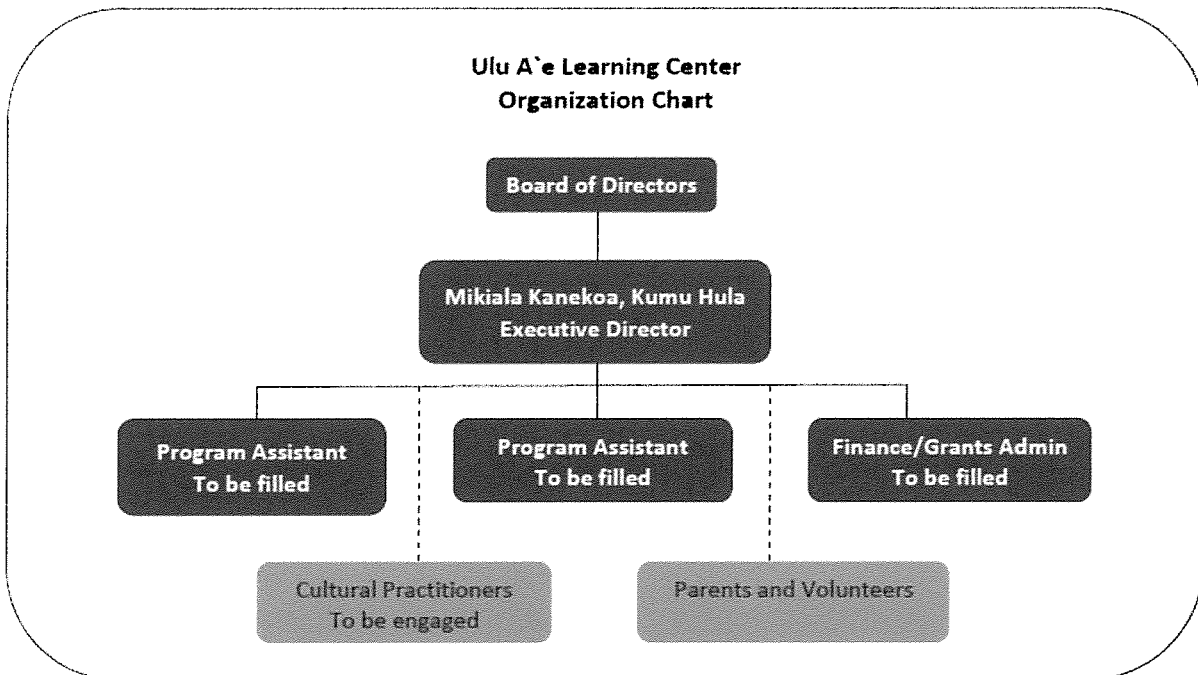
The Kumu Hula is supported by a dedicated group of parents and volunteers who have helped build this new nonprofit and have supported the organization with an annual chili cook off fundraiser, family gatherings, and an annual hula showcase. Among the parents and volunteers are possible candidates to assist with the finances and grant administration that will be required. That position will be filled with the securing of funds for this program. Job descriptions are included in Attachment 9.

A listing of the current board members and their backgrounds is included in Attachment 10. Many of the board members are parents of students and former students. These parents have organized food sales, sold ads in the annual showcase program and have done four annual chili cook offs to raise money for scholarships and to start the nonprofit. The parents encouraged and assisted Kumu in creating Ulu A'e so they would be able to fundraise and expand their work with keiki in Kapolei. Ulu A'e was finally organized in mid 2014 and by the end of the year, an IRS 501(c) 3 designation was approved (Attachment 1).

In addition to dance lessons, the hālau (its students, parents and volunteers) has established a native garden through a partnership with Pioneer Farms and the Mālama Learning Center. Once a month, the hālau gathers in Kunia at the garden they created, Mālaola. They weed, plant, cultivate, gather and care for the area. Every month, natural materials are gathered from the garden and used to teach lei making, dye mixing, kaula stripping and more. The hālau has also partnered with 'Ahahui Sawila o Kapolei (Hawaiian civic club) and the City to steward and provide community cultural and history talk-story sessions at the hula mound in Kapolei. The 'Ahahui and hālau have also planted and maintain the native plants at the site of Pu'u 'o Kapolei.

### **B. Organization Chart**

The proposed organization chart is shown below. Kumu Hula, Miki'ala Kanekoa is accountable to her Board of Directors and is responsible for the day to day management of the organization. In addition to her role as the Executive Director, she is also, at this time, the program director and will provide instruction in the afterschool program.





Also assisting in the instruction of the students will be cultural practitioners as noted above. Parent and volunteers will also be engaged to assist with the program, principally the end of semester showcase, monthly excursions and family events.

As noted above there will be at least two program assistants engaged for this program to assist with instruction, showcase delivery, excursions and other activities. A finance/grants administrator will be hired on a part time basis to assist with the data and financial management required by the grant.

**C. Compensation**

As detailed in the budget tables, the annual salary for the Kumu Hula is \$60,000. She will be allocating 65% of her time to develop and implement this program. Program assistants will be hired on a part time, hourly basis at \$12.00 per hour, approximately \$25,000 per year. The finance/grants position will also be hired on a part time basis at \$25.00 per hour, approximately \$50,000 per year.

All of the board members participate in the organization on a volunteer basis and do not receive any compensation.

**VI. Other**

**A. Litigation**

There is no pending litigation.

**B. Licensure or Accreditation**

There are no licensure requirements for this program. However, the Kumu is a highly qualified teacher in the State of Hawaii and has completed the ‘ūniki rituals required to have achieved the title of Kumu Hula.

**C. Private Educational Institutions**

This program will not provide support to any private educational institution.

**D. Future Sustainability Plan**

As a new nonprofit, the organization has been researching and applying for several possible sources of funding for this program. To date the organization has received funding from the James and Abigail Campbell Family Foundation (\$20,000), the Hawaiian Tourism Authority (\$25,000) and the Queen Liliuokalani Children’s Center (\$5,000). There is a proposal pending with the City and County of Honolulu and plans to submit proposals to the Administration for Native Americans and other private foundations.

The organization does generate some income from the fees from the program and fundraising. It is not enough, however, to support its entire program moving forward especially given the community it serves. The organization plans to continue to pass on the native culture and language with families regardless of their financial ability to cover any fees.

The parents and students of Ulu A`e and the Hālau `o Kaululaua`e have demonstrated their commitment to the sustainability of the new organization and the need to perpetuate native language and history in their community. Under the leadership of the Kumu, they have developed fundraising strategies like food sales at family events, their annual chili cook off and program ad sales to build a program for their children to learn the practices of those who first settled here and the historic significance of their community. With additional community partnerships, they have reclaimed a historic piece of Kapolei with the hula mound at Pu`u `o Kapolei.

Ulu A`e, its leadership, students and parents, will continue to need the support of the community to further expand the after school opportunities for all keiki. As they continue to build their program, they will need to continue to seek outside funding to pass on native cultural practices and maintain/reclaim the historic sites of their community, i.e. the heiau and bunker adjacent to the hula mound. And to perpetuate these practices and sites, they will continue to share them with their community and their visitors.

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

Please see Attachment 11.

The Declaration Statement of Applicants is included in Attachment 12.

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2016 to June 30, 2017

Applicant: Ulu A`e Learning Center

| BUDGET CATEGORIES                       | Total State Funds Requested<br>(a) | Total Federal Funds Requested<br>(b)   | Total County Funds Requested<br>(c) | Total Private/Other Funds Requested<br>(d) |
|---|------------------------------------|--|-------------------------------------|--|
| A. PERSONNEL COST                       |                                    |  |                                     |  |
| 1. Salaries                             | 59,000                             |  |                                     |  |
| 2. Payroll Taxes & Assessments          | 6,874                              |  |                                     |  |
| 3. Fringe Benefits                      | 1,180                              |  |                                     |  |
| TOTAL PERSONNEL COST                    | <b>67,054</b>                      |  |                                     |  |
| B. OTHER CURRENT EXPENSES               |                                    |  |                                     |  |
| 1. Airfare, Inter-Island                |                                    |  |                                     |  |
| 2. Insurance                            | 1,844                              |  |                                     |  |
| 3. Lease/Rental of Equipment            | 600                                |  |                                     |  |
| 4. Lease/Rental of Space                | 8,100                              |  |                                     |  |
| 5. Staff Training                       |                                    |  |                                     |  |
| 6. Supplies                             | 12,080                             |  |                                     |  |
| 7. Telecommunication                    | 1,200                              |  |                                     |  |
| 8. Utilities                            |                                    |  |                                     |  |
| 9. Professional Services - Accounting   | 4,536                              |  |                                     |  |
| 10. Professional Services - Program     | 11,026                             |  |                                     |  |
| 11. Transportation                      | 2,800                              |  |                                     |  |
| 12                                      |                                    |  |                                     |  |
| 13                                      |                                    |  |                                     |  |
| 14                                      |                                    |  |                                     |  |
| 15                                      |                                    |  |                                     |  |
| 16                                      |                                    |  |                                     |  |
| 17                                      |                                    |  |                                     |  |
| 18                                      |                                    |  |                                     |  |
| 19                                      |                                    |  |                                     |  |
| 20                                      |                                    |  |                                     |  |
| TOTAL OTHER CURRENT EXPENSES            | <b>42,186</b>                      |  |                                     |  |
| C. EQUIPMENT PURCHASES                  |                                    |  |                                     |  |
| D. MOTOR VEHICLE PURCHASES              |                                    |  |                                     |  |
| E. CAPITAL                              |                                    |  |                                     |  |
| <b>TOTAL (A+B+C+D+E)</b>                | <b>109,240</b>                     |  |                                     |  |
| <b>SOURCES OF FUNDING</b>               |                                    | Budget Prepared By:  |                                     |  |
| (a) Total State Funds Requested         |                                    | Mary Shimizu   | (8080)226 0773                      |  |
| (b) Total Federal Funds Requested       |                                    |  | Phone                               |  |
| (c) Total County Funds Requested        |                                    |  | <i>20 mk</i>                        |  |
| (d) Total Private/Other Funds Requested |                                    |  | 1/28/2016                           | Date                                       |
| <b>TOTAL BUDGET</b>                     |                                    | Mikiala Kanekoa, Executive Director<br>Name and Title (Please type or print) |                                     |  |

## BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2016 to June 30, 2017

Applicant: Ulu A`e Learning Center

| POSITION TITLE                      | FULL TIME EQUIVALENT | ANNUAL SALARY<br>A | % OF TIME ALLOCATED TO GRANT REQUEST<br>B | TOTAL STATE FUNDS REQUESTED<br>(A x B) |
|-------------------------------------|----------------------|--------------------|---|--|
| Executive Director/Program Director | 0.25                 | \$60,000.00        | 25.00%                                    | \$ 15,000.00                           |
| Kumu Hula/Instructor                | 0.4                  | \$60,000.00        | 40.00%                                    | \$ 24,000.00                           |
| Program Assistants (2)              | 0.5                  | \$25,000.00        | 50.00%                                    | \$ 12,500.00                           |
| Finance/Grants Administrator        | 0.15                 | \$50,000.00        | 15.00%                                    | \$ 7,500.00                            |
|                                     |                      |                    |   | \$ -                                   |
|                                     |                      |                    |   | \$ -                                   |
|                                     |                      |                    |   | \$ -                                   |
|                                     |                      |                    |   | \$ -                                   |
|                                     |                      |                    |   | \$ -                                   |
|                                     |                      |                    |   | \$ -                                   |
|                                     |                      |                    |   | \$ -                                   |
|                                     |                      |                    |   | \$ -                                   |
|                                     |                      |                    |   | \$ -                                   |
|                                     |                      |                    |   | \$ -                                   |
|                                     |                      |                    |   | \$ -                                   |
|                                     |                      |                    |   | \$ -                                   |
| <b>TOTAL:</b>                       |                      |                    |   | <b>\$ 59,000.00</b>                    |
| <b>JUSTIFICATION/COMMENTS:</b>      |                      |                    |   |  |

# BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2016 to June 30, 2017

Applicant: Ulu A'e Learning Center

| DESCRIPTION<br>EQUIPMENT | NO. OF<br>ITEMS | COST PER<br>ITEM | TOTAL<br>COST | TOTAL<br>BUDGETED |
|--------------------------|-----------------|------------------|---------------|-------------------|
| NA                       |                 |                  | \$ -          |                   |
|                          |                 |                  | \$ -          |                   |
|                          |                 |                  | \$ -          |                   |
|                          |                 |                  | \$ -          |                   |
|                          |                 |                  | \$ -          |                   |
| <b>TOTAL:</b>            |                 |                  | \$ -          |                   |
| JUSTIFICATION/COMMENTS:  |                 |                  |               |                   |

| DESCRIPTION<br>OF MOTOR VEHICLE | NO. OF<br>VEHICLES | COST PER<br>VEHICLE | TOTAL<br>COST | TOTAL<br>BUDGETED |
|---------------------------------|--------------------|---------------------|---------------|-------------------|
| NA                              |                    |                     | \$ -          |                   |
|                                 |                    |                     | \$ -          |                   |
|                                 |                    |                     | \$ -          |                   |
|                                 |                    |                     | \$ -          |                   |
|                                 |                    |                     | \$ -          |                   |
| <b>TOTAL:</b>                   |                    |                     | \$ -          |                   |
| JUSTIFICATION/COMMENTS:         |                    |                     |               |                   |

# BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2016 to June 30, 2017

Applicant: Ulu A'e Learning Center

| 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 NA                 |  |               |                       |                    |                                      |               |
| LAND ACQUISITION NA      |  |               |                       |                    |                                      |               |
| DESIGN NA                |  |               |                       |                    |                                      |               |
| CONSTRUCTION NA          |  |               |                       |                    |                                      |               |
| EQUIPMENT NA             |  |               |                       |                    |                                      |               |
| <b>TOTAL:</b>            |  |               |                       |                    |                                      |               |
| JUSTIFICATION/COMMENTS:  |  |               |                       |                    |                                      |               |

**GOVERNMENT CONTRACTS AND / OR GRANTS**

Applicant: Ulu A`e Learning Center

Contracts Total:

25,000

|    | <b>CONTRACT DESCRIPTION</b>              | <b>EFFECTIVE DATES</b> | <b>AGENCY</b>            | <b>GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)</b> | <b>CONTRACT VALUE</b> |
|----|--|------------------------|--------------------------|---|-----------------------|
| 1  | Cultural After School and Summer Program | 1/2016 to 12/2016      | Hawaii Tourism Authority | State   | 25,000                |
| 2  |  |                        |                          |   |                       |
| 3  |  |                        |                          |   |                       |
| 4  |  |                        |                          |   |                       |
| 5  |  |                        |                          |   |                       |
| 6  |  |                        |                          |   |                       |
| 7  |  |                        |                          |   |                       |
| 8  |  |                        |                          |   |                       |
| 9  |  |                        |                          |   |                       |
| 10 |  |                        |                          |   |                       |
| 11 |  |                        |                          |   |                       |
| 12 |  |                        |                          |   |                       |
| 13 |  |                        |                          |   |                       |
| 14 |  |                        |                          |   |                       |
| 15 |  |                        |                          |   |                       |
| 16 |  |                        |                          |   |                       |
| 17 |  |                        |                          |   |                       |
| 18 |  |                        |                          |   |                       |
| 19 |  |                        |                          |   |                       |
| 20 |  |                        |                          |   |                       |
| 21 |  |                        |                          |   |                       |
| 22 |  |                        |                          |   |                       |
| 23 |  |                        |                          |   |                       |
| 24 |  |                        |                          |   |                       |
| 25 |  |                        |                          |   |                       |
| 26 |  |                        |                          |   |                       |
| 27 |  |                        |                          |   |                       |
| 28 |  |                        |                          |   |                       |
| 29 |  |                        |                          |   |                       |
| 30 |  |                        |                          |   |                       |

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

DEPARTMENT OF THE TREASURY

Date: DEC 23 2014

ULU A E LEARNING CENTER  
C/O MIKI ALA KANEKO  
PO BOX 700646  
KAPOLEI, HI 96707

Employer Identification Number:  
46-5123215  
DLN:  
17053233321034  
Contact Person: TYRONE THOMAS ID# 95046  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
December 31  
Public Charity Status:  
509(a)(2)  
Form 990 Required:  
Yes  
Effective Date of Exemption:  
August 13, 2014  
Contribution Deductibility:  
Yes  
Addendum Applies:  
No

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. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

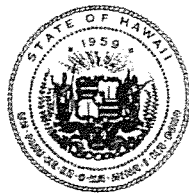
Sincerely,



Director, Exempt Organizations

Letter 947





**STATE OF HAWAII**  
DEPARTMENT OF EDUCATION  
**KAPOLEI HIGH SCHOOL**  
91-5007 KAPOLEI PARKWAY  
KAPOLEI, HAWAII 96707  
Phone: (808) 305-8000  
Fax: (808) 692-8255

August 14, 2015

Aloha mai e James and Abigail Campbell Family Foundation:

Mahalo for the invitation to attend today's board meeting. I'm honored to have been asked to attend and was looking forward to hearing Miki'ala's presentation. Unfortunately, my principal meeting today is scheduled for the same time.

I've known Miki'ala Kanekoa for the past 12 years through her work as an English and Hawaiian language teacher at Kapolei High School and also through her work with her hula school, Hālau 'o Kaululaua'e.

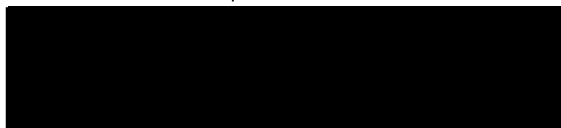
Miki'ala's new endeavor to start an after school culture program through her newly formed non-profit, the Ulu A'e Learning Center, is an exciting venture for her and one that I support. I've seen great things from Miki'ala over the years. She runs a brilliant and thriving hula program. She takes our high school students to the elementary school to deliver culture and language lessons. She works hard at fundraising for her students and is active in the community often volunteering or performing for our school and community events.

Her new program is in its beginning stages, and because of that I know she needs funds to plan, pilot and execute her program. I also know that her program fills a need in our community for after school programming at our middle school and elementary schools. The added cultural component that she will provide is a plus. And if anyone can deliver culture in a unique and engaging manner, it's Miki'ala.

Mahalo for taking the time to listen to her presentation. I know that any funding you provide will be used prudently. She has my unwavering support.

Please don't hesitate to contact me if you have any questions: (808) 478-1140.

Me ka 'oia'i'o,



Elden Esmeralda

DAVID Y. IGE  
GOVERNOR



KATHRYN MATAYOSHI  
SUPERINTENDENT

State of Hawaii  
Department of Education  
**Kapolei Middle School**  
91-5335 Kapolei Parkway  
Kapolei, Hawaii 96707  
Phone: (808) 693-7025 Fax: (808) 693-7030

October 20, 2015

Aloha Miki'ala:

Kapolei Middle School is pleased to have the opportunity to provide after school classroom space for the Ulu A`e Learning Center's Monday and Tuesday after school classes. We have provided classroom space for the Monday hula instruction and will commit to an additional day, Tuesday, during this school year.

The Kapolei community is in need of after school programs. Ulu A`e's approach helps our students, not only learn the dance of the native Hawaiian culture, but the history of our community as told through songs, stories and other activities. This furthers the students' sense of community, instilling in them an intrinsic pride and stewardship to the place they are growing up in.

Mahalo,

[REDACTED]

Terry Bunkley  
Parent-Community Networking Center (PCNC) Facilitator  
Kapolei Middle School  
(808) 693-7025 ext. 236  
[Terry\\_Bunkley@notes.k12.hi.us](mailto:Terry_Bunkley@notes.k12.hi.us)



December 30, 2015

Mikiala Kanekoa  
Executive Director  
Ulu A'e Learning Center  
1120 Kakala Street, #503  
Kapolei, HI 96707

Dear Ms. Kanekoa:

On behalf of the Hawai'i Tourism Authority (HTA) and the Hawai'i Community Foundation (HCF), we are pleased to inform you that an award from the ***Hawai'i Tourism Authority's Kūkulu Ola Living Hawaiian Culture Program*** has been awarded to your organization. We are excited about your project and believe it is the kind of work that can help to make a difference in Hawai'i.

**Award ID#:** 15ADVC-77650                      **Award Amount:** \$25,000.00  
**HCF Fund:** Hawaii Tourism Authority Fund  
**Award Purpose:** *Ulu A'e After School Program*  
**Award Period:** 01/01/2016 – 12/31/2016  
**Report Deadlines (Progress/Final):**

- 7/31/2016 - Progress Report Due
- 1/31/2017 - Final Report Due

**Please read the following award terms carefully:**

**Purpose:**

- Awardee has been approved for an award in the amount stated above. If you are not able to proceed and complete your project based on this award, please contact HCF staff immediately.
- Any changes to the nature of the activities for which these funds were awarded must be approved via email/in writing before the award may be expended.
- If the organization project lead or contact person for the HTA/HCF award changes, we request that you notify HCF via email of the change and provide us with the new project lead or contact person's information.
- If you are awarded an amount that is less than the original amount requested in your application to HTA/HCF, we ask that you amend your original budget to allow for implementation of project/program with awarded funds and submit this amended budget with your Progress Report (due mid-year) to HCF. Funds awarded must be used for original award purpose.

**Reporting:**

- Awardee will submit a required Progress Report (due mid-year) and Final Report (due one-month after the award end date). In addition to the Progress Report and Final Report, awardees must include a Financial Expenditure report for all activities held within the project period.
- Reporting Guidelines for progress/final reports will be provided by HCF prior to the deadlines.

# HAWAII TOURISM

AUTHORITY



HAWAII COMMUNITY FOUNDATION

- Report due dates are indicated above. Please contact HCF if you cannot submit the report by this date.
- *The timeliness and quality of your reports will be considered in future HTA/HCF requests.* Organizations funded by HCF with overdue reports are not eligible to apply for future HCF funding.

**Site Visit:** HCF/HTA staff and/or advisory group members may visit your project site at some point during the award period. By visiting your project, we can see in person the good work you are accomplishing for the community. If we conduct a visit, we will contact you ahead of time to schedule a site visit with your organization.

### **Unexpended Funds and Extensions:**

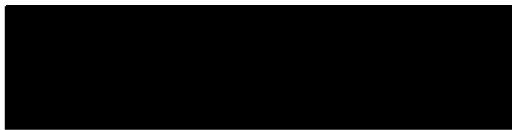
- You must notify HCF of any unexpended funds at the end of the award period, or if (i) your organization has not performed in accordance with this agreement, (ii) your organization changes or loses its exemption from federal income taxes under Section 501(c)(3) of the Internal Revenue Code (this does not apply to Government awardees), or (iii) your organization materially changes its programs, activities or mission.
- Any request to extend the period of this award must be via email/in writing and submitted no later than thirty (30) calendar days before the award expires. Please contact HCF staff to request a no-cost extension to your award and put your award ID number in the subject line. HCF reserves the right to deny a request for extension of the award period.

**Publicity:** Should you publicize your project, we appreciate that you include information about the receipt of this HTA award. Please send a copy of any articles, videotaped television coverage, annual reports, or similar publications to the HCF Communications Team. For more information on publicizing your HCF award, please contact Lynelle Marble at 808-566-5564 or [lm Marble@hcf-hawaii.org](mailto:lm Marble@hcf-hawaii.org).

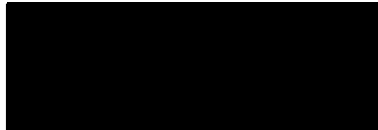
**By cashing the enclosed check, you thereby accept and agree to follow the above award terms.**

Should you have any questions, please feel free to contact Larissa Kick of HCF at 808-537-6333 or [lkick@hcf-hawaii.org](mailto:lkick@hcf-hawaii.org). We wish you great success and look forward to hearing about your project.

Sincerely,



George Szigeti  
President and CEO  
Hawaii Tourism Authority



Kelvin Taketa  
President and CEO  
Hawaii Community Foundation

Enclosures

**Ulu Ae Learning Center**  
**Statement of Activity**  
 January - December 2015

|                                 | Total               |
|---------------------------------|---------------------|
| <b>Revenue</b>                  |                     |
| Non Profit Income               | 1,043.00            |
| Grants                          | 20,000.00           |
| Services                        | 2,200.00            |
| Tuition                         | 827.00              |
| <b>Total Revenue</b>            | <b>\$ 24,070.00</b> |
| <b>Gross Profit</b>             | <b>\$ 24,070.00</b> |
| <b>Expenditures</b>             |                     |
| Bank Charges                    | 39.00               |
| Dues & Subscriptions            | 67.35               |
| Insurance                       | 1,844.00            |
| Meals and Entertainment         | 1,244.90            |
| <b>Office Expenses</b>          |                     |
| Postage                         | 49.00               |
| <b>Total Office Expenses</b>    | <b>\$ 49.00</b>     |
| <b>Salary and Wages</b>         |                     |
| Student stipends                | 580.00              |
| <b>Total Salary and Wages</b>   | <b>\$ 580.00</b>    |
| Stationery & Printing           | 603.92              |
| Supplies                        | 574.26              |
| Fabric and Costumes             | 448.26              |
| <b>Total Supplies</b>           | <b>\$ 1,022.52</b>  |
| <b>Total Expenditures</b>       | <b>\$ 5,450.69</b>  |
| <b>Net Operating Revenue</b>    | <b>\$ 18,619.31</b> |
| <b>Other Expenditures</b>       |                     |
| Miscellaneous                   | 1,338.32            |
| <b>Total Other Expenditures</b> | <b>\$ 1,338.32</b>  |
| <b>Net Other Revenue</b>        | <b>-\$ 1,338.32</b> |
| <b>Net Revenue</b>              | <b>\$ 17,280.99</b> |

Tuesday, Jan 19, 2016 12:36:19 PM PST GMT-10 - Accrual Basis



# JAMES & ABIGAIL CAMPBELL FAMILY FOUNDATION

## Board of Directors

*Wendy B. Crabb*  
(President)

*Alice K. Shingle*  
(Vice President)

*Alice F. Guild*  
(Secretary)

*Jonathan E. Staub*  
(Treasurer)

*Kapi'olani K. Marignoli*

*Marion Philpotts-Miller*

*Juliette K. Sheehan*

*Cynthia K. Sorenson*

*Richard J. Dahl*

September 3, 2015

Ms. Miki'ala M. Kanekoa  
President and Executive Director  
Ulu A'e Learning Center  
1120 Kakala Street, #503  
Kapolei, HI 96707


Dear Miki'ala:

The James & Abigail Campbell Family Foundation ("Family Foundation") is pleased to enclose its grant check in the amount of \$20,000 to Ulu A'e Learning Center for Program Support. We would appreciate a report on the use of the funds by March 31, 2016.

The Family Foundation is funded by individual members of the Campbell family and any acknowledgement of this grant should be made to the "James & Abigail Campbell Family Foundation." Please call me at (808) 674-3167 if you have any questions regarding this grant.

We are grateful for the opportunity to be of assistance to your program.

Aloha

  
D. Keola Lloyd  
Grants Manager/Assistant Secretary

mw:00003600\K1122206

cc: Elden Esmeralda

Enclosure  
(check no. 003815)

*D. Keola Lloyd*  
Grants Manager  
Assistant Secretary

1001 Kamokila Boulevard  
James Campbell Building  
Suite 200  
Kapolei, Hawaii 96707  
Tel: (808) 674-3167  
Fax: (808) 674-3349



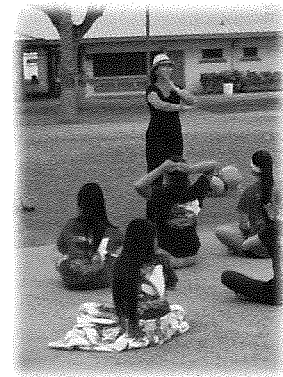
## Mission

The Ulu A 'e Learning center's mission is to empower and enrich lives through programs that develop skills, build confidence and promote healthy relationships based on Hawaiian values and customs.

## After School Learning Program

One of the goals of Ulu A 'e is to provide an engaging learning environment that builds skills and confidence in children and youth during non-school hours.

During this time students develop skills in coordination as well as an appreciation for movement through dance and exercise. Before the learning of dance occurs, every class begins with a routine of students stretching while counting out each stretching segment in Hawaiian.



The process of stretching and rhythmic counting gives students the opportunity to clear their minds and begin to focus. This is key is cultural learning. In order to take in knowledge, students must *ho'omākaukau*, prepared themselves to do so. Our goal is that students value this process so much that they *ho'omākaukau iho*, self-prepare themselves in every learning situation they encounter, in our program and out of it.

Each class consists of this sort of routine. In unison, students stretch, then proceed to a patterned routine of practicing their basic hula steps. Afterwards, students run through chanting exercises using their voice.

The chanting process is a challenging one for our youth. Most are reluctant to utter Hawaiian words due to lack of knowledge and fear of making a mistake. Through our routine and scaffolding of words and phrases, students begin to build confidence in their ability to speak and understand Hawaiian. Hence, each time a student does a *kāhea* or chants a line, she gets more and more confident in her abilities.



At the end of each session, students present what they've learned to family and friends in a *hō'ike*. The act of presenting their knowledge validates their learning and makes their presentation a living and thriving art form.

## Accomplishments

During the eleven weeks of our session, students learned one chant, two hula kahiko and one hula 'auana. Embedded in each lesson was background on the history of the mele including lessons in important Hawaiian words and phrases related to each mele.

Below is a description of what they learned.

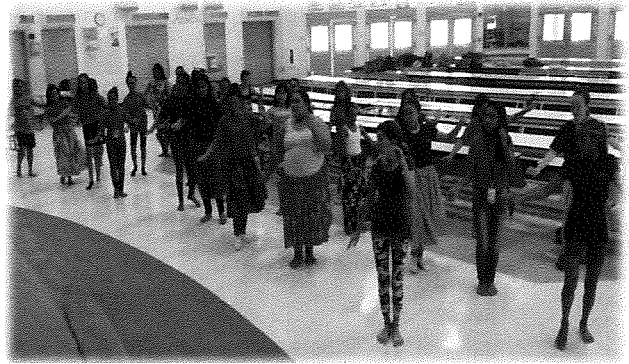
| Name                        | Type                        | Description  |
|-----------------------------|-----------------------------|--|
| <b>Kū Ha'aheo O Kapolei</b> | chant                       | Kū Ha'aheo is a chant about the moku of Ewa including our ahupua'a, Honouliuli and our kuahiwi, Ka'ala. The chant that starts in Kapolei, the place where we learn and grow. Our pride for who we are and where we come from is evident in this chant and transcends into the hula that enlightens and inspires us.<br>When asked what the name of our mountain range is, not one student knew the answer. By then end of our 14 class session every students could identify our mountain range as Mount Ka'ala. |
| <b>Hele Mele No ka Wai</b>  | hula kahiko, noho, kala'au  | In 1994, kumu hula Olga Kalama wrote this mele at Pu'u o Kapolei. The hula celebrates the life giving qualities of water. Students reflected on the life cycle of water and learned the various Hawaiian words for water sources.  |
| <b>Lili'u ē</b>             | hula kahiko standing 'olapa | Lili'u ē is a hula ali'i for Lili'uokalani. In learning this hula, students learned about the extraordinary life of our last reigning queen. They also learned the Hawaiian words for the parts of the body as the mele poetically refers to the queen's po'o, maka, papalina, po'ohiwi, poli, kuli and wāwae.   |
| <b>Kalena Kai</b>           | hula 'auana                 | It's important for our youth to know the stories and poetry related to the places where they live. None of the students knew that there was a bathhouse named Kalena for our ali'i located near Lihu'e, where Schofield barracks is today. Through this hula students learned about Kalena and used their imaginations to envision what it must have been like for our ali'i to travel to this side of the island to bathe. They also learned more geography relating to place names.                            |



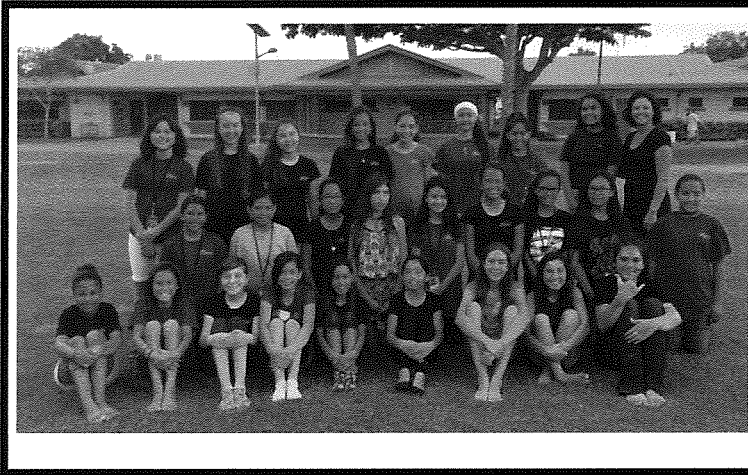
## Duration

Our program started on July 27 and ended on October 17. Classes were held every Monday from 2:45 PM – 4 PM.

Enrollment began with 27 students and quickly grew to 33 students. On the last day of class, 14 students were present. Our minimum attendance was 25 students attending each day.



\*The reason for the low attendance on the last day had to do with a change in track. Students who found themselves suddenly off track either couldn't get a ride to school or neglected to remember.



Students on the first day of class.

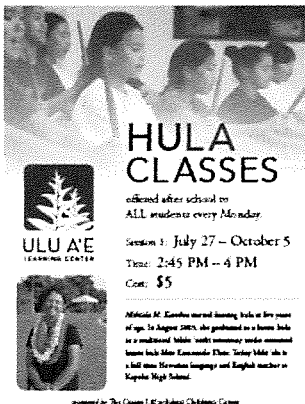


Students on the last day of class.

## Next Steps

We'd like to continue our work at Kapolei Middle School and start session II in November. We'd also like to expand to Mauka Lani Elementary school and begin a session with the keiki.

## Recruitment Flyer



*Grounded in culture, grown in its language, and governed in the spirit of community. Ulu A'e.*



QUEEN LILI'UOKALANI CHILDREN'S CENTER  
QUEEN LILI'UOKALANI TRUST

ADMINISTRATION

1300 HALONA STREET HONOLULU, HI 96817  
PHONE (808) 847-1302 FAX (808) 841-0502

Aloha!

We will be making payment to you on behalf of one or more of our beneficiaries. In compliance with federal and state regulations, we have enclosed Internal Revenue Service Form W-9, Request for Taxpayer Identification Number and Certification. Please complete the form and return it to us at:

Queen Liliuokalani Children's Center  
1300 Halona Street  
Honolulu, Hawaii 96817  
Attention: Fiscal Department

If you are an entity with a federal employer identification number (EIN), please fill in that number. If you do not have a federal EIN, fill in your social security number.

Although there is no box for the state ID number, fill in your general excise tax number in the List account numbers here (optional) box.

If you have any questions, please call me at (808) 847-1302.

Mahalo!

Sincerely,  
Dennis E. Fern  
Fiscal Manager  
Enclosure

**POSITION TITLE: Executive Director**

**CLASSIFICATION:** Non-Bargaining Unit, Exempt

**REPORTS TO:** Board of Directors

**PRIMARY PURPOSE:**

The Executive Director is accountable to the Board of Directors of Ulu A`e Learning Center and is responsible for the overall operations of the organization, including daily operations, programs, finances, planning, and community relations.

**ESSENTIAL DUTIES:**

**Planning and Operations**

- Assures the development of annual and long range goals, objectives, work plans and budget of the organization via its staff and volunteers. Is also accountable for the implementation, management, and control of the plan and budget, including the evaluation of the plan and budget for near and short term planning.
- Determines the organizational structure by which work is accomplished, assures the development and use of standard operating procedures for organization-wide operation, assures use of monitoring/reporting system for all operating units and provides the Board with regular progress reports.
- Makes proper assignments of responsibilities for the development, maintenance and management of properties and facilities with a goal of maximum, profitable utilization. Provides leadership for larger capital improvement projects.
- Assures the administration of compliant personnel policies and practices.

**Board Interface and Fund Development**

- Provides support to the Board of Directors and works in close partnership with the Board Chair in leading the organization. Carries responsibility for the timely administration of the Board's work and arranges staffing for all Board committees.
- Works closely with the Board and assigned staff to secure and sustain public support, financial aid and other sources to carry out the programs and services.
- Represents Organization in the community, interprets Organization's position, needs and concerns within the community, and assures appropriate responses and/or overtures with individuals, organizations and other entities as needed.

**Other Duties**

- Serves or provides staff support for Board Committees, assures that all by-law provisions are followed, and assists the Committees in their duties.

**Preferred Skills**

- Two to five years experience in leading an organization
- Strong communication skills, written and oral
- PC skills, including spreadsheet and word processing



**POSITION TITLE: Program Director**

**CLASSIFICATION:** Exempt

**REPORTS TO: Executive Director**

**PRIMARY PURPOSE:**

The Program Director is responsible for directing day-to-day program operations, developing and implementing programmatic and administrative policies and procedures in order to attain program goals and objectives. The Program Director is also responsible for making programmatic as well as administrative recommendations to the Executive Director in accordance with the organization/program goals and objectives. The Program Manager is responsible to the Executive Director.

**ESSENTIAL DUTIES:**

- Responsible for developing and implementing programmatic and administrative policies and procedures in order to attain program goals and objectives.
- Supervises the program staff of the program, evaluates workers' performance, and makes recommendations for personnel actions to the Executive Director.
- Is responsible for quality assurance in the program's service delivery.
- Is responsible for overall productivity of the program to meet budget and available industry standards.
- Is responsible for continuity of service in the provision of program quality, special events and community outreach, and coordinates communication with other service components of the Organization and outside organizations involved with Organization customers.
- Is responsible for making programmatic as well as administrative recommendations in order to attain Organization goals and objectives.
- May be responsible for providing instruction for program participants.
- Adheres to the Organization's policies and procedures.
- Performs additional related duties as assigned by the Executive Director.
- Serves on Organization committees, working groups, and other bodies as assigned.

**Preferred Skills**

- Three to four years of program management experience.
- Good communications skills, both written and verbal.
- PC skills including spreadsheet and word processing.

**POSITION TITLE:** Instructor – Kumu Hula

**CLASSIFICATION:** Exempt

**REPORTS TO:** Program Director

**PRIMARY PURPOSE:**

The Instructor/Kumu Hula is accountable to the Executive Director for the effective instruction of hula and related Hawaiian language components to program participants.

**ESSENTIAL DUTIES:**

- Develops and delivers instruction in hula, related Hawaiian language components to program participants.
- Uses best practices, most effective strategies to assure students learn the components of the dance and underlying values.
- Effectively supervises groups of students
- Develops and executes procedures and reporting to track student performance and other elements of instruction as required.
- Works with other program staff to assure the effective and quality delivery of program services.
- Provides cultural insight to the organization as requested and required.
- Models Hawaiian values and customs for program participants, staff and partners in the delivery of program.
- Monitors and maintains program budget as required.

**Preferred Skills**

- Two to three years experience in delivering hula instruction.
- Trained and certified to provide hula instruction.
- PC skills in Microsoft Excel and Word

**POSITION TITLE:** Program Assistant

**CLASSIFICATION:** Exempt

**REPORTS TO:** Program Director

**PRIMARY PURPOSE:**

The Program Coordinator is accountable to the Program Director for development, implementation and delivery of quality program services including: development of program materials, scheduling and providing training, assessing additional needs of participants, developing and maintaining partnerships and collaborations to maximize resources for the participants.

**ESSENTIAL DUTIES:**

- Participate in the development and maintenance of program work plans and assist in determining resource requirements that will promote best practices and services to participants.
- Develop and prepare program materials, documents and secures community resources for training.
- Recruits, screens and assists in the selection of program participants.
- Monitors projects to identify strengths and weaknesses to enhance delivery.
- Refers participants to program director/instructor or additional resources as applicable.
- Assures program is delivered to specifications.
- Prepares regular and special reports as required.

**Preferred Skills**

- Two to three years experience in program delivery.
- Ability to problem solve and communicate with families served.
- Good verbal and written skills.
- Personal computer skills in spreadsheet and word processing.

**POSITION TITLE:** Finance/Grants Manager

**CLASSIFICATION:** Exempt

**REPORTS TO:** Executive Director

**PRIMARY PURPOSE:**

The Finance/Grants Manager is accountable to the Executive Director for the accurate maintenance of the organization's financial systems.

**ESSENTIAL DUTIES:**

- Develops organization's financial plan and budget. Assures compliance with financial reporting by company, funding source and/or programs.
- Assists in the development of grants and assures compliance with awarded contract requirements.
- Works with internal and external partners to assure financial transactions associated with the organization, including payroll, are accurate and complete.
- Assures timely filing of appropriate payroll tax information with IRS and the State of Hawaii. Interfaces and provides external accountant with proper information for the filing of income/other tax forms and annual audit.
- Reviews organizational performance to budget and makes recommendations to the Executive Director to assure compliance with the budget or securing additional funding.
- Works with Executive Director to develop and maintain strategic, business, operational and marketing plans.
- Develops systems/forms for day to day operations and to monitor established results/outcomes.
- Provides timely reporting to the Executive Director and Board on performance to budget and established results/outcomes.

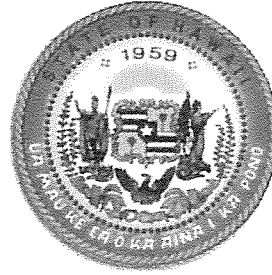
**Preferred Skills**

- Bachelor's degree in accounting, finance or equivalent work experience.
- Two to three years experience in working with grants, in particular performance reporting to budget and results/outcomes.

## Ulu A'e Learning Center Board of Directors

| Name/Address  | Current Position   | Qualifications  | Board Position/Duties   |
|---|--|---|---|
| <b>Miki'ala Kanekoa</b><br>1120 Kakala Street, #503<br>Kapolei, HI 96707    | Teacher, <i>Kapolei High School</i><br>Kumu Hula, <i>Hala'u 'o Kaulaulau'a'e</i> | Master's Degree, Sec, Education<br>Chaminade University, HI<br>BA, Philosophy, University of<br>Puget Sound, WA   | <b>President of the Board and Chief Staff Person</b><br>Duties: supervises and controls the operations of the organization, chairs the board meetings   |
| <b>Makanani Anuheali'i</b><br>92-603 Aoloko Street<br>Kapolei, HI 96707     | Volunteer Coordinator/Nursery<br>Manager, <i>Friends of Honouliuli</i> ,         | Associate Degree, Electrical<br>Installation, Honolulu<br>Community College   | <b>Vice President of the Board</b><br>Duties: shall perform the duties of the President if absent and other duties as assigned by the Board   |
| <b>Rochelle Santiago</b><br>91-1149 Kama'aha Loop #58<br>Kapolei, HI 96707  | Manager, <i>Bank of Hawaii</i><br>Zumba Instructor                               | BS, Business Management,<br>University of Phoenix<br>Master's Degree, Business<br>Administration, University of<br>Phoenix  | <b>Secretary of the Board</b><br>Duties: custodian of the corporate records, gives all notices as required by law and the By-laws and other duties incident to the office of Secretary  |
| <b>Rebecca Namohala</b><br>02-929 Panana Street<br>Kapolei, HI 96707        | Accountant, <i>Young Brothers</i>  | Associate's Degree, Business<br>Management, University of<br>Hawaii   | <b>Treasurer of the Board</b><br>Duties: Have charge and custody of all the funds of the organization, deposits funds as required, keep and maintain adequate and correct accounts of the organization's properties and business and other duties incident to the office of Treasurer |
| <b>Delia AhNee</b><br>92-756 Nohopa'a Street<br>Kapolei, HI 96707           | Equipment Operator/Laborer,<br><i>Delta Construction</i>                         | High School Diploma, Antioch<br>High School   | <b>Board member</b><br>Duties: as prescribed by the Articles and By-laws and other duties as assigned by the Board  |
| <b>Kahea Kalili</b><br>90-1021 Pikaolena Street<br>Waianae, HI 96792        | Merchandiser, <i>Hawaii Foodservice Alliance</i>                                 | High School Diploma, Wai'anae<br>High School  | <b>Board member</b><br>Duties: as prescribed by the Articles and By-laws and other duties as assigned by the Board  |
| <b>Monte M. McComber II</b><br>89-456 Farrington Hwy.<br>Nanakuli, HI 96792 | Director, <i>'Imi 'Ike Learning Centers</i>                                      | BA, Politics and Government,<br>University of Puget Sound<br>Master's Degree in Education,<br>Gonzaga University  | <b>Board member</b><br>Duties: as prescribed by the Articles and By-laws and other duties as assigned by the Board  |
| <b>Celia Chang Takahashi</b><br>91-1052 Uouoa Street<br>Ewa Beach, HI 96706 | Independent Contractor, Self-<br>employed  | BS, Elementary Education,<br>Creighton University, Omaha,<br>NE<br>Med, Elementary Education with<br>an Emphasis in Early Childhood,<br>University of Hawaii, Manoa | <b>Board member</b><br>Duties: as prescribed by the Articles and By-laws and other duties as assigned by the Board  |
| <b>Amelia J.F. Jose</b><br>84-1102 Hana Street<br>Waianae, HI 96792         | Health Educator, <i>St. Francis Healthcare-Systems</i>                           | B.A., Social Sciences - Sociology,<br>University of Hawaii, West Oahu   | <b>Board member</b><br>Duties: as prescribed by the Articles and By-laws and other duties as assigned by the Board  |





STATE OF HAWAII  
STATE PROCUREMENT OFFICE

**CERTIFICATE OF VENDOR COMPLIANCE**

This document presents the compliance status of the vendor identified below on the issue date with respect to certificates required from the Hawaii Department of Taxation (DOTAX), the Internal Revenue Service, the Hawaii Department of Labor and Industrial Relations (DLIR), and the Hawaii Department of Commerce and Consumer Affairs (DCCA).

**Vendor Name: ULU A`E LEARNING CENTER**

**DBA/Trade Name: Ulu Ae Learning Center**

**Issue Date: 01/13/2016**

**Status: Compliant**

Hawaii Tax#: [REDACTED]  
 FEIN/SSN#: [REDACTED]  
 UI#: No record  
 DCCA FILE#: [REDACTED]

**Status of Compliance for this Vendor on issue date:**

| Form  | Department(s)                                     | Status    |
|-------|---|-----------|
| A-6   | Hawaii Department of Taxation                     | Compliant |
|       | Internal Revenue Service                          | Compliant |
| COGS  | Hawaii Department of Commerce & Consumer Affairs  | Exempt    |
| LIR27 | Hawaii Department of Labor & Industrial Relations | Compliant |

**Status Legend:**

| Status    | Description   |
|-----------|---|
| Exempt    | The entity is exempt from this requirement  |
| Compliant | The entity is compliant with this requirement or the entity is in agreement with agency and actively working towards compliance |
| Pending   | The entity is compliant with DLIR requirement   |
| Submitted | The entity has applied for the certificate but it is awaiting approval  |
|           | The entity is not in compliance with the requirement and should contact the issuing agency for more information                 |

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

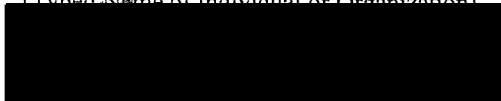
The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants 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 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, 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 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 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.

Ulu A'e Learning Center  
(Typed Name of Individual or Organization)



1/20/2016  
(Date)

Mikiiala Kanukoa  
(Typed Name)

Executive Director  
(Title)