

House District 24

Senate District 11

THE TWENTY-NINTH 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):

DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS OFFICE OF COMMUNITY SERVICES

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:  
Papakōlea Community Development Corporation

Db/a:

Street Address:  
2150 Tantalus Drive, Honolulu, HI 96813

Mailing Address:  
2150 Tantalus Drive, Honolulu, HI 96813

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name LILIA KAPUNIAI

Title Executive Director

Phone # 808.520.8998

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

E-mail lilia@papakolea.org

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

PAPAKOLEA CAPACITY BUILDING PROGRAM

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

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

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2018: \$ 188,463

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 \$ 188,463  
 FEDERAL \$ \_\_\_\_\_  
 COUNTY \$ \_\_\_\_\_  
 PRIVATE/OTHER \$ \_\_\_\_\_

TYP \_\_\_\_\_ REPRESENTATIVE

Lilia Kapuniai, Executive Director

1/20/17

NAME & TITLE

DATE SIGNED



RECEIVED

1/20/17 *ma*

## Application for Grants

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

### I. Background and Summary

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

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

The Papakōlea Community Development Corporation (PCDC) was formed in 1999 to provide the residents of the Papakōlea, Kalāwahine and Kewalo Hawaiian Homesteads with a full range of comprehensive services, including life-long educational experiences, health and wellness services, human services and entrepreneurial opportunities. PCDC is comprised of leadership from three residential communities. PCDC is a 501(c)3 non-profit beneficiary-serving organization incorporated in the State of Hawai'i.

PCDC's mission is to mobilize broad-based community participation, promote self-determination by developing strong and effective community leaders, and manage the Papakōlea Community Center and Park. Currently, the Center is the primary facility from which PCDC operates and offers economic and professional development programs to the community. We fulfill our mission by providing the community access to low-cost and/or free programs at the Center, with a long-range goal of promoting social and economic self-sufficiency of the families that reside in Papakōlea.

2. The goals and objectives related to the request;

The goal of the *Papakōlea Capacity Building Program* is to build a comprehensive Capacity Building Program at the Papakōlea Community Center, through the coordination of programs that support families seeking support in addressing houseless-ness, micro-enterprise development, financial stability and asset building, and accessing educational financial aid resources, over a 12-month project. The project shall report an increase in capacity building opportunities and increase in access to valuable resources.

To successfully implement this project, PCDC proposes the following objectives:

1. Establish Administrative Infrastructure. By the end of the project period, PCDC will establish and maintain the administrative infrastructure of the

*Papakōlea Capacity Building Program.* This objective will ensure timely project delivery, coordination of resources, and project management.

2. Establish Houseless Family Support Initiative. By the end of the project period, PCDC shall establish and pilot a Houseless Family Support Initiative, that will coordinate special sessions with Houseless community members, to provide support for families in the realms of social, health, education, housing, and economic development opportunities. This will include the coordination of weekday meals for houseless with food vendor, and other services.

3. Promote Micro-Enterprise Development. By the end of the project period, PCDC shall coordinate and deliver six workshops on the topic of micro-enterprise development. This objective will educate participants on the initial steps of starting a business, creating a business plan, basic administration techniques, and provide information on helpful resources. This will include distribution of stipends that complete their business plan.

4. Increase Access to Financial Aid for Education. By the end of the project period, PCDC will coordinate two workshops tailored to educate families about the financial aid process for all levels of education. This workshop will provide an introduction to the financial aid process and review the financial aid application process of Kamehameha Schools (KS) Financial Aid and Scholarship Services Division. This objective is highly beneficial for all Native Hawaiian members of the household seeking educational attainment, from pre-kindergarten through college. This will include stipends for families that establish a savings-accounts for post-high education.

5. Promote Asset Building & Financial Stability. By the end of the project period, PCDC shall coordinate two workshops on financial literacy and asset building. These workshops will be aimed at helping families become financially stable and build assets for retirement, education, home acquisition and/or renovation. The Papakōlea homestead community is 82 years old, thus families must be prepared to secure financing for construction and/or receive a mortgage as a successor. This series of workshops will be specifically designed for homestead families. This will include stipends for families that establish a savings-accounts for asset-building purposes.

3. The public purpose and need to be served:

The purpose of this project is to increase access to resources that will address the need to create pathways to alleviate poverty and reduce reliance on public assistance. Papakōlea has the highest proportion of Native Hawaiians in urban Honolulu and some of the lowest incomes. Over 75% of residents, are Native Hawaiian, with 58% of all resident families categorized as low to moderate income, and 11% of all families categorized as living below the poverty line. Poverty level figures provide another indication of need in Papakōlea. About 20% of the residents have income below the poverty level according to the Census. In contrast, the figure for the county as a whole is 10%. About 41% of the families have an annual family income below \$50,000. The average

household size in Papakōlea is 4.9 residents, higher than the state of Hawai'i average (2.84).<sup>1</sup> From this, it is important to understand that Papakōlea residents have larger households and lower household incomes, resulting in less disposable income and limited social and economic mobility.

With regard to educational attainment, Papakōlea has a high concentration of individuals over the age of 25 that only possess a high school education. Merely 38% of Papakōlea adults have some college education or hold a post-secondary degree versus 58% of the Oahu-wide population.<sup>2</sup> In addition, the high school graduation rate is only 82%, also below the Honolulu County average.<sup>3</sup> Since education is directly correlated to income, these statistics speak to the ability for many in Papakōlea residents to grow their economic self-sufficiency.

Our adult residents have many challenges and future generations are even more likely to experience limited social and economic mobility unless educational opportunities that promote social and economic self-sufficiency are generated now. Thus, the community in collaboration with PCDC, tailored the *Papakōlea Capacity Building Program*, to create educational opportunities through a series of workshops in micro-enterprise development, financial stability and asset building, and accessing financial aid. The project goal and its objectives are directly related to the need of creating pathways that alleviate poverty and reduce reliance on public assistance.

4. Describe the target population to be served; and

The *Papakōlea Capacity Building Program* is aimed to support families in increasing access to resources that address houseless-ness, micro-enterprise development, build assets, and support educational attainment. Due to the content of each series, the project will appeal and attract a broad spectrum of individuals based on their interests, aspirations and current living situation.

Recently we've observed an increase in families and individuals that are living on the sidewalks or in abandoned homes in Papakōlea. Most of the individuals were raised in Papakōlea, and have been displaced from their home because of overcrowding, substance abuse, etc. We want to support these individuals by supporting them through increased access to necessary resources.

On January 14<sup>th</sup>, PCDC held a Homestead Housing Fair, providing an overview of home repair processes in homestead, and an introduction to service providers. The event was wildly successful with 75 people in attendance. There is an incredible need for more events like this, and that is the intent of the proposed

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<sup>1</sup>2005-2009 U.S. Census American Community Survey

<sup>2</sup>Department of Hawaiian Home Lands Papakōlea Regional Plan, 2009

<sup>3</sup>Department of Hawaiian Home Lands Papakōlea Regional Plan, 2009

program. At the very least, PCDC shall serve over 100 individuals. However, this program is a pilot; therefore, we want to focus on a manageable and achievable output, as we refine our approach and materials.

5. Describe the geographic coverage.

Papakōlea is located in the Punchbowl-Tantalus area of Honolulu (above Punchbowl National Cemetery) at the base of the Koʻolau Range. Papakōlea was one of the first designated Hawaiian homesteads; trust lands set aside for homesteading purposes. Papakōlea includes the homestead communities of Papakōlea, Kewalo, and Kalāwahine where respectively 435 homes have been constructed. 1,800 Native Hawaiians reside in this community on 177 acres of leased land.

Papakōlea is unique in that it is the only Hawaiian homestead community located within the boundaries of a major urban center. Members have direct access to public transportation, however residents do not travel outside of community to access free programming and services. For this reason, PCDC and Kula No Poʻe Hawaiʻi work to bring programming into Papakōlea.

This map provides a great visual image of the geographic location of the “DHHL Papakōlea Area” in proximity to other communities in Honolulu.



## II. Service Summary and Outcomes

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

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

In 2015, Kula No Na Po'e Hawai'i (KULA) and its volunteers created a survey to identify strategies that would address the statistics published in the U.S. Census American Community Survey and the Native Hawaiian Development Plan. The purpose of the survey and the resulting report entitled, "Homestead Health Survey", was to gather recent data on social and economic conditions in Papakōlea, in an effort to validate the need for programming that PCDC and KULA were coordinating for community.

In response to the survey, 80% of the respondents expressed interest in learning:

1. How to establish a micro-enterprise or small business;
2. How to increase their household income;
3. How to attain financial stability; and
4. How to access financial aid for pre-kindergarten through post-high education.

The community leaders of Papakōlea were ecstatic at the results of the survey, because the community formally conveyed their desire to address the statistics reported in the U.S. Census, as well as other studies. The leadership was hopeful that successful anti-poverty strategies of other communities and nations could be successful here in Papakōlea. Thus, community leaders, PCDC and KULA, collaborating community-based nonprofit organization in Papakōlea dedicated to health and education, established a long-term plan that included fundraising, curriculum development, and institutionalized training and evaluation.

PCDC is proud to report that resources were secured and relevant curriculum was designed and developed. PCDC is now prepared to pilot the curricula and conduct workshops, consequently, the *Papakōlea Capacity Building Program* was born. This project seeks to institutionalize capacity building training in the Papakōlea homestead community and conduct thorough evaluation for to ensure ongoing community benefit.

The goal of the *Papakōlea Capacity Building Program* is to build a comprehensive Capacity Building Program at the Papakōlea Community Center, through the coordination of programs that support families seeking support in addressing houseless-ness, micro-enterprise development, financial stability and asset building, and accessing educational financial aid resources, over a 12-month

project. The project shall report an increase in capacity building opportunities and increase in access to valuable resources.

To ensure successful project delivery and implementation, PCDC established five objectives that are directly linked to the project goal, the problem statement, and PCDC's mission.

1. By the end of the project period, PCDC will establish and maintain the administrative infrastructure of the *Papakōlea Capacity Building Program*. This objective will ensure timely project delivery, coordination of resources, and project management.
2. Establish Houseless Family Support Initiative. By the end of the project period, PCDC shall establish and pilot a Houseless Family Support Initiative, that will coordinate special sessions with Houseless community members, to provide support for families in the realms of social, health, education, housing, and economic development opportunities. This will include the coordination of weekday meals for houseless with food vendor, and other services.
3. Promote Micro-Enterprise Development. By the end of the project period, PCDC shall coordinate and deliver six workshops on the topic of micro-enterprise development. This objective will educate participants on the initial steps of starting a business, creating a business plan, basic administration techniques, and provide information on helpful resources. This will include distribution of stipends that complete their business plan.
4. Increase Access to Financial Aid for Education. By the end of the project period, PCDC will coordinate two workshops tailored to educate families about the financial aid process for all levels of education. This workshop will provide an introduction to the financial aid process and review the financial aid application process of Kamehameha Schools (KS) Financial Aid and Scholarship Services Division. This objective is highly beneficial for all Native Hawaiian members of the household seeking educational attainment, from pre-kindergarten through college. This will include stipends for families that establish a savings-accounts for post-high education.
5. Promote Asset Building & Financial Stability. By the end of the project period, PCDC shall coordinate two workshops on financial literacy and asset building. These workshops will be aimed at helping families become financially stable and build assets for retirement, education, home acquisition and/or renovation. The Papakōlea homestead community is 82 years old, thus families must be prepared to secure financing for construction and/or receive a mortgage as a successor. This series of workshops will be specifically designed for homestead families. This will include stipends for families that establish a savings-accounts for asset-building purposes.

PCDC formatted the scope of work, tasks, responsibilities, and timelines into an Objective Work Plan (OWP).

**Objective 1.** By the end of the project period, PCDC will establish and maintain the administrative infrastructure of the *Papakōlea Capacity Building Program*. This objective will ensure timely project delivery, coordination of resources, and project management.

**Results to be Achieved:** Administrative infrastructure will be established. A complete project file containing agreements, quarterly reports, financial request forms, vendor invoices, and other documentation, will be produced and maintained for review/audit by the expending agency.

Tasks:	Responsible Position / Party:	Start Date:	End Date:
1. Create project files and develop reporting and invoicing templates. Purchase supplies.	Executive Director (ED)	1 <sup>st</sup> Month	1 <sup>st</sup> Month
2. Review and incorporate internal processes and procedures into project.	ED	1 <sup>st</sup> Month	1 <sup>st</sup> Month
3. Recruit, select and hire Project Coordinator.	ED	1 <sup>st</sup> Month	2 <sup>nd</sup> Month
4. Coordinate and conduct meetings to brief PCDC's Board and collaborating partners.	ED	1 <sup>st</sup> Month	1 <sup>st</sup> Month
5. Execute agreements with collaborating partners: Kula No Na Po'e Hawai'i, Hawaiian Community Assets, Kamehameha Schools Financial Aid and Scholarship Services Division, etc.	ED	1 <sup>st</sup> Month	2 <sup>nd</sup> Month
6. Coordinate services with Accountant and IT Services Provider.	ED	1 <sup>st</sup> Month	13 <sup>th</sup> Month
7. Create/ submit quarterly progress reports and financial payment requests to expending agency.	ED and PC	4 <sup>th</sup> , 7 <sup>th</sup> , 10 <sup>th</sup> , & 13 <sup>th</sup> Month	4 <sup>th</sup> , 7 <sup>th</sup> , 10 <sup>th</sup> , & 13 <sup>th</sup> Month
8. Conduct project close-out activities; Submit final report and financial payment request.	ED and PC	11 <sup>th</sup> Month	13 <sup>th</sup> Month

**Objective 2:** By the end of the project period, PCDC shall establish and pilot a Houseless Family Support Initiative, that will coordinate special sessions with Houseless community members, to provide support for families in the realms of social, health, education, housing, and economic development opportunities. This will include the coordination of meals, and other services.

**Results to be Achieved:** Houseless Family Support Initiative is established; at least 12 sessions are coordinated with families to provide support and access to services; at least 20 individuals are served; at least 5,000 meal vouchers are disbursed; and information disseminated on available resources.

Tasks:	Responsible Position / Party:	Start Date:	End Date:
1. Create the Houseless Family Initiative, and all pilot components. Meet with homeless housing providers, and providers that specialize in serving homeless.	ED and PC	1 <sup>st</sup> Month	1 <sup>st</sup> Month
2. Renovate bathrooms to include showers so participating families and individuals can take care of personal hygiene needs prior to school and work.	ED	1 <sup>st</sup> Month	2 <sup>nd</sup> Month
3. Start monthly sessions with houseless community to gain greater understanding on needs and distribute resources. (meal vouchers).	ED and PC	1 <sup>st</sup> Month	12 <sup>th</sup> Month
4. Initiate and conduct meal voucher distribution – providing a breakfast and a healthy snack for families.	ED and PC	1 <sup>st</sup> Month	12 <sup>th</sup> Month
5. Coordinate events at the Center that are aimed to distribute information on homeless service providers and their services.	PC	1 <sup>st</sup> Month	12 <sup>th</sup> Month
6. Create a database of individuals served and types of services / resources received.	PC	1 <sup>st</sup> Month	12 <sup>th</sup> Month
7. Research and build additional relationships aimed to help the houseless community members.	PC	1 <sup>st</sup> Month	12 <sup>th</sup> Month
8. Monitor progress and evaluation survey findings. Make	ED and PC	1 <sup>st</sup> Month	8 <sup>th</sup> Month



modifications if necessary. Incorporate evaluation survey findings in progress reports.			
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**Objective 3:** By the end of the project period, PCDC shall coordinate and deliver six workshops on the topic of micro-enterprise development. This objective will educate participants on the initial steps of starting a business, creating a business plan, basic administration techniques, and provide information on helpful resources.

**Results to be Achieved:** Micro-enterprise development curriculum is updated and printed; six workshops completed on micro-enterprise development; at least 25 participants receive a certificate of completion; at least 10 participants will receive a \$500 stipend to establish a business, and information will be disseminated on new resources.

<b>Tasks:</b>	<b>Responsible Position / Party:</b>	<b>Start Date:</b>	<b>End Date:</b>
1. Review curricula to ensure that information is current and ready for production. Print curricula.	ED and KULA	2 <sup>nd</sup> Month	3 <sup>rd</sup> Month
2. Review calendar of events in Honolulu and schedule workshop dates.	ED and PC	2 <sup>nd</sup> Month	2 <sup>nd</sup> Month
3. Coordinate guest speakers that will share information on resources (i.e. OHA; Hawai'i SBDC Network, SBA-Hawai'i, CNHA, etc.).	ED and PC	2 <sup>nd</sup> Month	2 <sup>nd</sup> Month
4. Create flyer, registration form and registration database. Conduct registration activities.	ED and PC	2 <sup>nd</sup> Month	8 <sup>th</sup> Month
5. Conduct outreach to community via mailer, e-mail, and social media.	PC and KULA	3 <sup>rd</sup> Month	8 <sup>th</sup> Month
6. Conduct workshop set-up, coordinate refreshments, conduct onsite registration / check-in, and provide onsite support.	PC	4 <sup>th</sup> Month	8 <sup>th</sup> Month
7. Facilitate 2 workshops each month. Includes evaluation activities at the end of each workshop.	ED	4 <sup>th</sup> Month	8 <sup>th</sup> Month
8. Review business plans and issue stipends for business establishment.	ED	4 <sup>th</sup> Month	8 <sup>th</sup> Month
9. Monitor progress and evaluation survey findings. Make modifications if necessary. Incorporate evaluation survey findings in progress reports.	ED and PC	4 <sup>th</sup> Month	8 <sup>th</sup> Month
10. Conduct post-workshop survey to collect data on benefit and impact of workshop series.	ED and PC	11 <sup>th</sup> Month	12 <sup>th</sup> Month

**Objective 4:** By the end of the project period, PCDC will coordinate two workshops tailored to educate families about the financial aid process for all levels of education. This workshop will provide an introduction to the financial aid process and review the financial aid application process of Kamehameha Schools (KS) Financial Aid and Scholarship Services Division.

**Results to be Achieved:** Financial aid curriculum is printed; two workshops completed on financial aid processes; at least 25 participants receive a certificate of completion; 20 families will receive \$500 stipends to open a savings account for post-high education; and information will be disseminated on critical resources.

<b>Tasks:</b>	<b>Responsible Position / Party:</b>	<b>Start Date:</b>	<b>End Date:</b>
1. Develop and print financial aid curricula.	ED	3 <sup>rd</sup> Month	3 <sup>rd</sup> Month
2. Review calendar of events in Honolulu and schedule workshop date.	PC	3 <sup>rd</sup> Month	3 <sup>rd</sup> Month
3. Coordinate presentation by KS Financial Aid and Scholarship Services Division on financial aid processes & additional resources.	PC	3 <sup>rd</sup> Month	3 <sup>rd</sup> Month
4. Create flyer, registration form and registration database. Conduct registration activities.	ED and PC	3 <sup>rd</sup> Month	4 <sup>th</sup> Month
5. Conduct outreach to community via mailer, e-mail, and	PC and KULA	3 <sup>rd</sup> Month	4 <sup>th</sup> Month

social media.			
6. Conduct workshop set-up, coordinate refreshments, conduct onsite registration / check-in, and provide onsite support.	PC	4 <sup>th</sup> Month	4 <sup>th</sup> Month
7. Facilitate two workshops. Includes evaluation activities at the end of each workshop. Based on feedback, interest and timing, more workshops can be added.	ED and KS	4 <sup>th</sup> Month	4 <sup>th</sup> Month
8. Issue \$500 stipends to 20 families that establish a savings account for post-high education.	ED	5 <sup>th</sup> Month	5 <sup>th</sup> Month
9. Monitor progress and evaluation survey findings. Make modifications if necessary. Incorporate evaluation survey findings in progress reports.	ED	4 <sup>th</sup> Month	5 <sup>th</sup> Month
10. Conduct post-workshop survey to collect data on benefit and impact of workshop series.	ED and PC	11 <sup>th</sup> Month	12 <sup>th</sup> Month

<b>Objective 5:</b> By the end of the project period, PCDC shall coordinate two workshops on financial literacy and asset building. These workshops will be aimed at helping families become financially stable and build assets for retirement, education, home acquisition and/or renovation.			
<b>Results to be Achieved:</b> Financial literacy and asset building curriculum is printed; Two workshops completed on financial literacy and asset building; At least 25 participants receive a certificate of completion; At least 10 individuals will receive \$500 stipends for opening a savings account for asset-building; and information will be disseminated on new resources.			
<b>Tasks:</b>	<b>Responsible Position / Party:</b>	<b>Start Date:</b>	<b>End Date:</b>
1. Review curricula to ensure that information is current and ready for production. Print curricula.	ED	5 <sup>th</sup> Month	5 <sup>th</sup> Month
2. Review calendar of events in Honolulu and schedule workshop dates.	PC	5 <sup>th</sup> Month	5 <sup>th</sup> Month
3. Coordinate presentation by Hawaiian Community Assets on asset building resources.	PC	5 <sup>th</sup> Month	5 <sup>th</sup> Month
4. Create flyer, registration form and registration database. Conduct registration activities.	ED and PC	5 <sup>th</sup> Month	10 <sup>th</sup> Month
5. Conduct outreach to community via mailer, e-mail, and social media.	PC and KULA	8 <sup>th</sup> Month	10 <sup>th</sup> Month
6. Conduct workshop set-up, coordinate refreshments, conduct onsite registration / check-in, and provide onsite support.	PC	9 <sup>th</sup> Month	10 <sup>th</sup> Month
7. Facilitate 2 workshops. Includes evaluation activities at the end of each workshop.	ED and HCA	9 <sup>th</sup> Month	10 <sup>th</sup> Month
8. Conduct one-on-one counseling with families seeking resources offered by HCA.	HCA	9 <sup>th</sup> Month	12 <sup>th</sup> Month
9. Issue \$500 stipends to 10 individuals that establish a savings account for asset-building.	ED	5 <sup>th</sup> Month	5 <sup>th</sup> Month
10. Monitor progress and evaluation survey findings. Make modifications if necessary. Incorporate evaluation survey findings in progress reports.	ED	9 <sup>th</sup> Month	10 <sup>th</sup> Month
11. Conduct post-workshop survey to collect data on benefit and impact of workshop series.	ED and PC	11 <sup>th</sup> Month	12 <sup>th</sup> Month

PCDC presents the Objective Work Plans (OWPs) above to demonstrate the extent to which the organization planned the project, ensuring all tasks listed are necessary for the achievement of the overarching objective, and that PCDC has a firm understanding of the expertise required to successfully complete a project of proposed scope. PCDC also utilizes the OWP to assign tasks to responsible positions or parties, validating the need for financial support presented in the

budget. Finally, we included the expected results in the OWP, to provide a clear connection between each objective and outcome. If awarded, PCDC will use the OWP, as its work plan to implement the project and keep the project on track.

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

PCDC presents this annual timeline consistent with objectives and tasks identified in the OWPs in preceding pages.

<b>Annual Timeline By Month:</b>	<b>Results and Outcomes:</b>	<b>Objective:</b>
1 <sup>st</sup> Month	Administrative infrastructure will be established.	3
1 <sup>st</sup> Month	Launch Houseless-ness Support initiative.	2
	Meet with houseless families and individuals to initiate the support program - distribute meal vouchers and other resources.	2
	Conduct bathroom renovations to complete shower upgrades. This will provide houseless community members a place to take care of personal hygiene needs before school and work.	2
3 <sup>rd</sup> Month	Micro-enterprise development curriculum is updated and printed.	3
	Financial aid curriculum is developed and printed.	3
4 <sup>th</sup> Month	Hold quarterly meetings with partners to discuss community impact on all initiatives, and gather feedback for improvement.	2-5
	Two workshops completed on financial aid resources and processes.	4
	At least 25 participants receive a certificate of completion for financial aid workshop.	4
	Stipends and information disseminated on critical resources related to financial aid.	4
	Increased understanding of financial aid resources and processes for education.	4
5 <sup>th</sup> Month	Financial literacy and asset building curriculum is updated and printed.	5
8 <sup>th</sup> Month	Six micro-enterprise development workshops completed.	3
	25 participants receive a certificate of completion for micro-enterprise development workshops.	3
	Stipends and information disseminated on new resources related to micro-enterprise development.	3
	Increased understanding of micro-enterprise development strategies and resources.	3

10 <sup>th</sup> Month	Two workshops completed on financial literacy and asset building.	5
	At least 25 participants receive a certificate of completion financial literacy and asset building workshops.	5
	Stipends and information disseminated on new resources related to financial literacy and asset building.	5
	Increased understanding of financial stability and asset building.	5
12 <sup>th</sup> Month	A complete project file containing agreements, quarterly reports, financial request forms, vendor invoices, and other documentation, will be produced and maintained for review/audit by the expending agency.	1
	Increased access to capacity building opportunities.	2-5
	Increased access to housing and financial resources.	2-5
	Project is complete.	1-5

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

PCDC devotes a significant amount of time to carefully plan each project to ensure project effectiveness. A SMART goal statement and four measurable objectives are proposed to ensure meaningful outputs were defined, while execution and evaluation ensures outputs are achieved. A Logic Model (for internal purposes) was created to work hand-in-hand with the OWPs and the Evaluation Plan to ensure they compliment eachother. PCDC is prepared to collect the defined data sets because they are directly related to the problem statement.

To best demonstrate project impact and effectiveness, PCDC defined outputs and quantifiable target numbers below:

- Number of houseless families served (10);
- Number of houseless individuals served (20);
- Number of housless-ness sessions held (12);
- Number of meals served (5,000);
- Number of adults to participate in workshops (75);
- Number of workshops held (10);
- Number of stipends distributed (40);
- Number of new resources presented (7); and
- Number of capacity building topics presented (3).

Through a combination of tools, software and technical skills, PCDC will track outcomes, project progress, financial data, assessment and survey results, project trends, contact information, participant lists, cooperative agreements (and more), and report them to the expending agency, it's project participants, project stakeholders, and the Papakolea community.

The Evaluation Plan includes self-assessment surveys, customer satisfaction tools, and post-workshop assessments that will assist with SWOT analysis and project refinement. Evaluation will occur at the end of each workshop, quarterly and at the end of the project period, through a comprehensive approach utilizing staff and collaborating partners. At the end of each quarter, PCDC will conduct cost-benefit and cost-effectiveness analysis. Outputs will be measured by surveys, contracts, sign-in sheets, curricula produced, and evidence by participants. The ED, with support from the PC, will be responsible for conducting monitoring, evaluation and reporting activities.

At the end of the project, PCDC will be able to tell the story of the project and the impact it had in Papakōlea. This project seeks to increase access to capacity building opportunities and financial resources within the Papakōlea community. These outcomes will support the community in achieving its long-term goal of alleviating poverty, reducing reliance on public assistance and achieving social and economic self-sufficiency.

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

*Narrative provided under Section II.3.*

### **III. Financial**

#### **Budget**

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

*See budget forms included in packet.*

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2018.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$47,115.75	\$94,231.50	\$23,557.88	\$23,557.88	\$188,463

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2018.

In FY 2018, PCDC will be seeking funding from:

- Bank of Hawaii Foundation;
- Cooke Foundation;
- First Hawaiian Bank Foundation;
- Friends of Hawaii Charities;
- Hawai'i Community Foundation;
- Hawai'i Tourism Authority;
- Office of Hawaiian Affairs; and
- U.S. Department of Health & Human Services.

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

*Not Applicable.*

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

*Not Applicable.*

5. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2016.

#### **IV. Experience and Capability**

##### **A. Necessary Skills and Experience**

The applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the request. State your experience and appropriateness for providing the service proposed in this application. The

applicant shall also provide a listing of verifiable experience of related projects or contracts for the most recent three years that are pertinent to the request.

PCDC is a 501c3 Native-controlled longstanding nonprofit organization with strong organizational capacity. PCDC was formed in 1999 and incorporated in 2001 to help the community realize its goal of social and economic self-sufficiency. PCDC serves as a steward of the Papakōlea Community Park and Center - a 5,712 square foot two-story multipurpose Center, that provides programming and services promoting life-long education, healthy lifestyles, cultural preservation, entrepreneurial achievement, and economic development, for the Hawaiian homestead residents of Papakōlea, Kalāwahine and Kewalo. The organization is governed by a seven-member Board of Directors that reside in Papakōlea or have a relationship to the community. PCDC has the organizational and administrative capacity required to implement and successfully manage this Grants in Aid request. Currently, the organization has an annual operating budget of approximately \$245,000.

In 2014, PCDC completed the installation of a 96-panel PV system atop the roof of the Center and installed LED lights throughout the property. That was a \$250,000 project funded by the State of Hawai'i Grants in Aid program in FY2011 (*pictured on right*).



The organization has secured and managed grant funds and contracts that are similar to the proposed project in both scope and nature. To date, PCDC has fundraised over \$2.5 million for community-based projects. Most notable awards received within the last five years are as follows: 1) 2016 First Hawaiian Bank Foundation award of \$15,000; 2) 2016 Friends of Hawaii Charities; 3) 2014 Hawaii Community Foundation award of \$30,000; 4) 2011 State of Hawai'i DHHL Community Based Economic Development Grant award of \$250,000; and 5) 2011 State of Hawai'i Capital Improvement Project award of \$250,000.

## **B. Facilities**

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the request. If facilities are not presently available, describe plans to secure facilities.

In 2003, PCDC secured a 20-year lease for the Papakōlea Community Park and Center from the Department of Hawaiian Home Lands (DHHL), a facility that the

State and County had operated from 1964 - 2002. PCDC has been operating and maintaining the facility, utilizing funds received for facility space and/or project related grant awards. The Center is 5,712 square feet in size and it includes office space, large meeting space, a computer technology center, and a certified commercial kitchen.

PCDC's office is located on the second floor of the Center, thus the project will be administered there. The workshops will be held in the large meeting room located on the second floor. The large meeting room can accommodate up to 75 adults comfortably, its handicap accessible and all facility users have access to free wireless internet connectivity. Hawaiian Community Assets will have access to private offices to conduct one-on-one counseling. Staff shall utilize the commercial kitchen to prepare workshop refreshments. Historically, Papakōlea residents are more likely to access free programs/services within community, making this venue critical to the success of the project.



## V. Personnel: Project Organization and Staffing

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

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

PCDC has financial controls and procedures in place that promote sound fiscal management. The organization utilizes a comprehensive system for grant management to ensure the proper tracking, monitoring, and reporting of all relevant activities and achievements. Project launch will fall under the direct supervision of the Executive Director (ED), Ms. Lilia Kapuniai, who is experienced and qualified in small business operation, program and curriculum development, contract management, grant management, and program audits. Ms. Kapuniai will be responsible for managing relationships with all partners and community. Curriculum development, update, workshop facilitation, contracting matters, and hiring, will be the responsibility of the ED. The Project Coordinator (PC) will be responsible for project coordination of tasks defined in the OWP.

The ED will develop all internal systems and processes, including reporting forms and tracking tools, to ensure timely completion of project activities, in addition to compliance with organizational policies and procedures, the State's General Conditions and the SPO General Provisions for Goods & Services. Upon hiring the PC, she will train him/her on internal processes and grant requirements, and shall monitor all project activities (programmatic and financial) on a monthly basis. If successfully funded, the ED will procure the services of a Bookkeeper to support increased financial activity. The Bookkeeper will assist with monthly reconciliations, Accounts Payable, Accounts Receivable, Draw Downs, and financial reporting. All activity shall be consistent with PCDC's Accounting, Audit and Financial Management Policies. The Board shall have oversight of the ED and shall receive quarterly progress reports.

The ED shall communicate on a regular basis with the expending agency grants administrator, and shall immediately notify him/her of any challenges that would prevent PCDC from completing a task. If modifications are necessary, the ED will immediately develop appropriate documentation and resolve potential issues. The organization is prepared to manage a project of proposed scope — programmatically and financially.

PCDC is proposing a Project Staffing Plan of two part-time staff with a total 1.00 FTE to successfully administer, design, implement and deliver the *Papakōlea Capacity Building Program*. The Project would include the following positions: 1) Executive Director at .50 FTE; and 2) Project Coordinator at 0.5 FTE. As soon

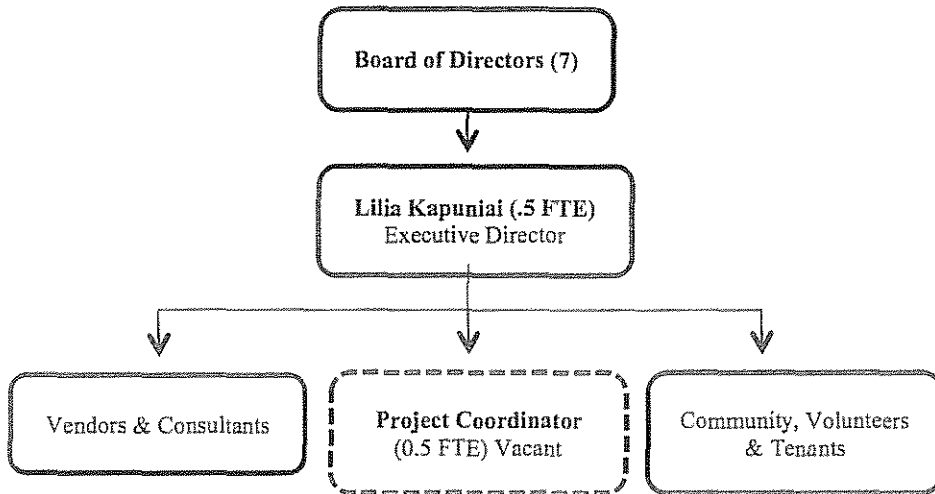
as PCDC receives a Notice to Proceed, the staff recruitment process will begin, utilizing the position descriptions prepared, PCDC's community network and outreach tools (newsletter, social media, website, direct mail, and e-announcements). The ED will select and hire the PC after reviewing resumes and conducting interviews. By the end of the second month, the PC position shall be filled and the project shall be progressing. Following you'll find a description of experience and/or roles and responsibilities.

**Ms. Lilia Kapuniai, Executive Director (ED), .50 FTE**, has been a resident of Papakōlea for 20 years. Prior to assuming the Executive Director position, she served as the Vice President of the Council for Native Hawaiian Advancement, overseeing the Community Development Division. She brings 18 years of experience in executive leadership, organizational development, collaboration, governance, grant writing, grants management, corporate development, communications, graphics design, facilitation, capacity building, special event planning, and small business management, to the organization. She will dedicate .50 FTE toward the proposed project.

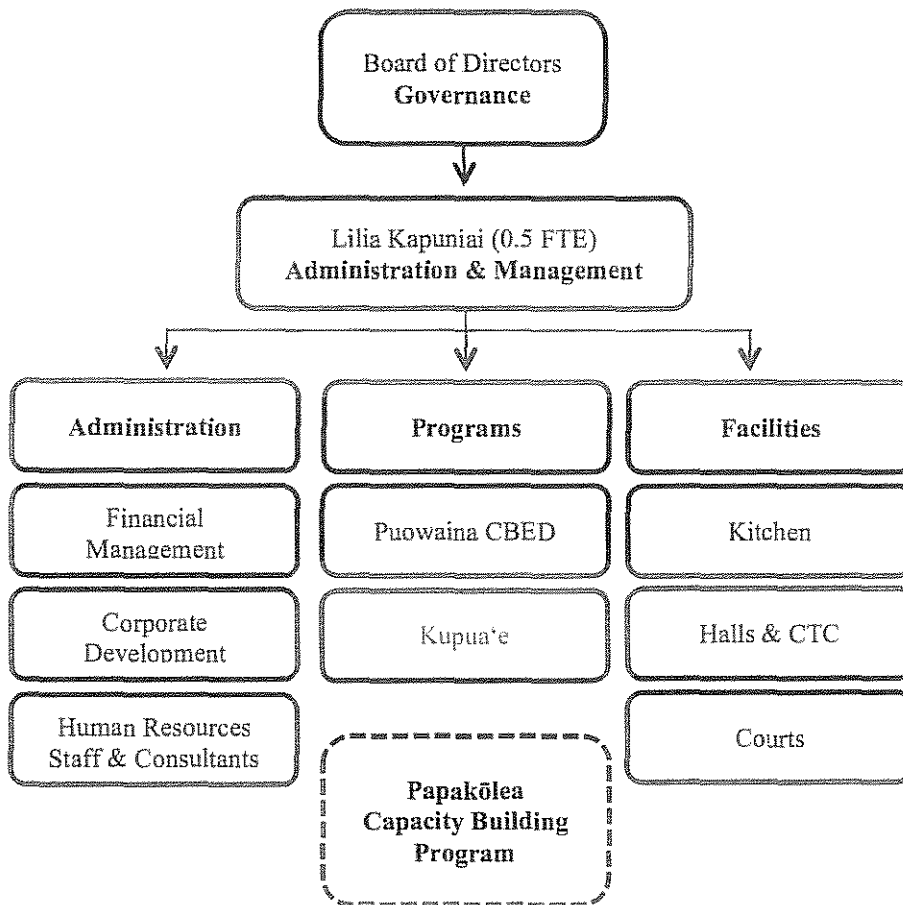
As the ED, she will be responsible for hiring and training new staff. In addition, she will be responsible for collaboration with existing and new partners. Throughout the project period, Ms. Kapuniai will be responsible for overseeing proper implementation of the project, and shall conduct curricula update/development, production of reports, workshop facilitation, evaluation and monitoring, external communications, and direct management of the PC. She will ensure project implementation and delivery is compliant with PCDC policies and procedures, as well as the State's General Conditions and the SPO General Provisions for Goods & Services.

**Project Coordinator (PC), To Be Hired, 0.50 FTE**, will be responsible for project management and coordination of tasks outlined in the Objective Work Plan. Tasks shall include provision of outreach activities, workshop registration, data entry and evaluation compilation, development of progress reports, and tracking outcomes and project related expenditures. Additionally, the PC will be responsible for printing workshop materials, communicating with community, and coordinating guest speakers. The PC will report to the ED and provide additional support where needed.

Following, you'll find an administrative chart illustrating the structure of PCDC with the proposed Project Staffing Plan:



An organizational chart identifying where the proposed project will be housed within the organization follows. The proposed program fits nicely within the current programmatic structure and the proposed staffing plan will enhance the short- and long-term organizational goals, as well as the project goal.



**C. Compensation**

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

PCDC has one employee, the Executive Director, and her annual salary is \$72,000. Officers and members of the Board of Directors are on a volunteer basis.

**VI. Other**

**A. Litigation**

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

*Not Applicable.*

**B. Licensure or Accreditation**

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

*Not Applicable.*

**C. Private Educational Institutions**

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

*Not Applicable.*

**D. Future Sustainability Plan**

The applicant shall provide a plan for sustaining after fiscal year 2017-18 the activity funded by the grant if the grant of this application is:

- (1) Received by the applicant for fiscal year 2017-18, but
- (2) Not received by the applicant thereafter.

The project's sustainability is directly tied to the success of the project, delivery of quality workshops, community's satisfaction with content, and the organization's ability to leverage resources amongst collaborating partners and

other funders. To support expansion and enhancement of the project, PCDC will seek support from other funding entities including federal and state programs, as well as private funding. Additionally, PCDC will continue to participate in capital campaigns via the Hawaiian Way Fund (charitable work-place giving programs), and utilize facility fees from other programs operating out of the Center.

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

If the applicant is an organization, the applicant shall submit one (1) copy of a certificate of good standing from the Director of Commerce and Consumer Affairs that is dated no earlier than December 1, 2016.

*Current Certificate of Good Standing is Included in Submittal.*

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2017 to June 30, 2018

Applicant: Papakōlea Community Development Corporation

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
<b>A. PERSONNEL COST</b>				
1. Salaries	54,000			
2. Payroll Taxes & Assessments	16,200			
3. Fringe Benefits	18,000			
<b>TOTAL PERSONNEL COST</b>	<b>88,200</b>			
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island	2,500			
2. Insurance	4,500			
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies	5,000			
7. Telecommunication	780			
8. Utilities				
9. Postage	1,500			
10. Printing	5,400			
11. Vouchers for Meals (5*20*5*52)	26,000			
12. Stipends for Asset Building	5,000			
13. Stipends for Micro-Enterprises	5,000			
14. Stipends for Education	10,000			
15. Contract - Accounting	950			
16. Contract - IT Support	1,500			
17. Contract - Upgrade to include showers	15,000			
18. Indirect Fee at 10%	17,133			
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>100,263</b>			
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>188,463</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	188,463	Lilia K... 520.8998		
(b) Total Federal Funds Requested		Name (Please type or print) _____ Phone _____		
(c) Total County Funds Requested		Signature _____ Date 1/20/17		
(d) Total Private/Other Funds Requested		Signature _____ Date _____		
<b>TOTAL BUDGET</b>	<b>188,463</b>	Executive Director Name and Title (Please type or print) _____		



## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2017 to June 30, 2018

Applicant: Papakolea Community Development Corp

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Not Applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:			\$ -	
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
Not Applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:			\$ -	
JUSTIFICATION/COMMENTS:				



# BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2017 to June 30, 2018

Applicant: Applicant: Papakōlea Community Dev

## FUNDING AMOUNT REQUESTED

TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2015-2016	FY: 2016-2017	FY:2017-2018	FY:2017-2018	FY:2018-2019	FY:2019-2020
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
<b>TOTAL:</b>						

**JUSTIFICATION/COMMENTS:** This project does not include capital improvement costs.

**GOVERNMENT CONTRACTS AND / OR GRANTS**

Applicant: Papakōlea Community Development Corporation

Contracts Total: -

CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1 None				-
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**DECLARATION STATEMENT OF  
APPLICANTS FOR GRANTS PURSUANT TO  
CHAPTER 42F, HAWAII REVISED STATUTES**

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, 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.

Papakōlea Community Development Corporation

(Type name of Individual or Organization)

(Signature)

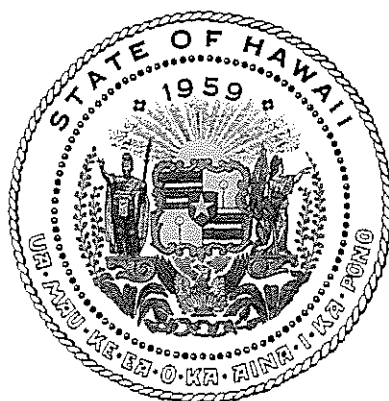
(Date)

Lilia Kapuniai

Executive Director

(Typed Name)

(Title)



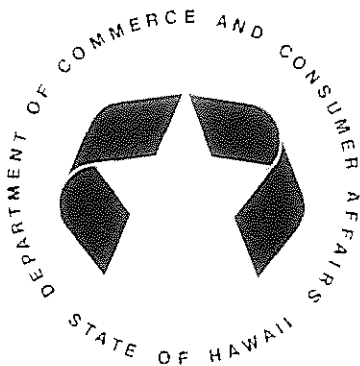
## Department of Commerce and Consumer Affairs

### CERTIFICATE OF GOOD STANDING

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

#### PAPAKOLEA COMMUNITY DEVELOPMENT CORPORATION

was incorporated under the laws of Hawaii on 08/17/2000 ; that it is an existing nonprofit corporation; and that, as far as the records of this Department reveal, has complied with all of the provisions of the Hawaii Nonprofit Corporations Act, regulating domestic nonprofit corporations.



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

Dated: December 29, 2016

Director of Commerce and Consumer Affairs