

Application Submittal Checklist

The following items are required for submittal of the grant application. Please verify and check off that the items have been included in the application packet.

- 1) Certificate of Good Standing (If the Applicant is an Organization)
- 2) Declaration Statement
- 3) Verify that grant shall be used for a public purpose
- 4) Background and Summary
- 5) Service Summary and Outcomes
- 6) Budget
 - a) Budget request by source of funds ([Link](#))
 - b) Personnel salaries and wages ([Link](#))
 - c) Equipment and motor vehicles ([Link](#))
 - d) Capital project details ([Link](#))
 - e) Government contracts, grants, and grants in aid ([Link](#))
- 7) Experience and Capability
- 8) Personnel: Project Organization and Staffing

 JEEYUN LEE, EXECUTIVE DIRECTOR 1/18/19
AUTHORIZED SIGNATURE PRINT NAME AND TITLE DATE

Application for Grants

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

I. Certification – Please attach immediately after cover page

1. 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, 2018.

See Appendix A.

2. Declaration Statement

The applicant shall submit a declaration statement affirming its compliance with Section 42F-103, Hawaii Revised Statutes. ([Link](#))

See Appendix B.

3. Public Purpose

The applicant shall specify whether the grant will be used for a public purpose pursuant to Section 42F-102, Hawaii Revised Statutes. ([Link](#))

Yes, Hawai'i Nature Center's "Creating the Next Generation of Environmental Stewards: 'Āao Valley Post-Flood Stabilization Program" grant will be used for a public purpose by connecting children and families to nature across Maui and O'ahu. With the legislature's financial support, HNC will be able to recover from the impacts of the flood damage in 'Āao Valley over the last few years that have deferred operational funds to emergency facilities needs. The funds will also maximize environmental education program impacts on Hawai'i's keiki as they become environmentally literate members of the community striving to mālama 'aina. These programmatic opportunities facilitate stewardship for the public and visitors across these islands for generations to come.

II. 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:

2. The goals and objectives related to the request;

"Creating the Next Generation of Environmental Stewards: 'Āao Valley Post-Flood Stabilization Program"

The funding request for the Hawai'i Nature Center's program, "Creating the Next Generation of Environmental Stewards: 'Āao Valley Post-Flood Stabilization Program," will partially or fully subsidize hands-on environmental education field programs for up to 6,400 preschool, elementary, and middle school students, as well as private school students, on O'ahu and Maui. The number of children reached will also include multi-touch programs such as weekly educational after school programs, week-long nature adventure day camps, weekend family programs, and Next Generation Science Standards (NGSS) aligned school field trips. Because our work takes place across O'ahu and Maui, HNC would split the funding received across both islands, with 75% of funds subsidizing O'ahu programs and staffing, and the other 25% subsidizing Maui programs and staffing. This division of funds mirrors the current breakdown of HNC funds that needed to be diverted in the last few years to flood recovery efforts in 'Āao Valley. This incredible natural disaster is what has triggered the imminent need for this Operations GIA, and we as an agency are actively pivoting our programs to ensure that after this recovery, we will once again be self-sustaining. This request also dovetails with the Capital Improvement Project funds approved in 2018 that will cover the remainder of the flood damage on our Maui property so that we as an agency can focus on providing critical programs for Maui and O'ahu keiki and supporting the community. Please refer to Appendix D for photos of the facilities damage on both islands.

The legacy of Hawai'i Nature Center's field programs is an environmentally literate public, whose understanding of local natural and cultural history and environmental issues are grounded in an inspired sense of place. Ecological understanding, value for the practice of stewardship, healthy lifestyles and inspired life-long learning are all outcomes of HNC's standards-based field experiences for preschool, elementary, and middle school children, expert-led seminars and hikes, and volunteer habitat restoration projects.

The program's ultimate goal is to inspire an environmental stewardship ethic among Hawai'i's citizens that will protect and sustain the finite natural systems upon which we all depend.

The three-fold purpose of this project is to:

- 1) Raise student awareness about the uniqueness, finite nature and value of our islands' watersheds, forests, marshes or coastal ecosystems that are essential to our environmental and economic wellbeing;
- 2) Facilitate learning experiences that forge a child's affective response to nature, construct understanding about the dynamic ecological relationships found in nature and

5. Describe the geographic coverage.

The geographic coverage for these programs include the Maui and O'ahu communities at large, including the almost 20,000 annual utilizers of the Hawai'i Nature Center's two educational facilities on Maui and O'ahu. The scope of these program attendees extend further still, to those who come from across the state, country, and world to learn about Hawai'i's unique and pristine environment, ecological habitats while furthering their understanding of sustainability and stewardship practices through our teachings. Youth from Maui, O'ahu, Lāna'i, Moloka'i, and Hawai'i Island come to our campuses and are served by our programs. In addition, HNC provides programs that focus on serving vulnerable populations who are at-risk of homelessness or living at or below the poverty line and getting vulnerable youth, families and marginalized populations within our community engaged in the natural world for a therapeutic experience.

III. 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;

Scope of Work

Hawai'i Nature Center offers school programs that immerse children and youth in different ecosystems and provides invaluable experiences that give students the opportunity to learn while exploring habitats in natural, outdoor settings. The proposed program enhances HNC's existing place-based cultural and science-based education programs.

HNC will introduce learners to basic environmental concepts and principles, offer a cultural context in which to understand ahupua'a or Hawaiian land management practices, and raise awareness about environmental issues facing our communities. The programs will introduce teachers and children to natural places on O'ahu and Maui and broaden their experience with publicly managed natural resources; as well as engage students and teachers in a stewardship activity that facilitates "giving back" and "caring for" practices.

Environmental Educators Tasks & Responsibilities:

- Conduct HNC environmental education school programs
- Assist in developing environmental education materials
- Develop and maintain educational resources, props and exhibits
- Conduct teacher planning sessions and workshops
- Recommend educational program curriculum for schools

Geography and Cultural Anthropology; *Career & Life Skills*–Technological Literacy and Skills for Life and Work

- Meet learner outcomes that include describing the components and ecological relationships found in the wetland, riparian woodland or coastal habitats; and describing ways that humans can have a positive, neutral and negative impact on habitats
- Facilitate an environmental stewardship activity for each group that is appropriate for audience ability and setting (e.g., garbage pick-up, removing invasive plants or planting native plants)
- To reinforce the scientific concepts learned, the teachers will be encouraged to assign their students essays and/or activities in a reflection phase to recount their experiences. Evaluation sheets will also be distributed to teachers as well.

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

Evaluation is built into every aspect of HNC's programming. Our measure of success is derived from two primary sources: the teacher/parent evaluations and student pre-program tests and post-program tests. First, teachers/parents complete a written evaluation after their visit to HNC offering feedback about all aspects of our program, including quality of instruction and program content. Second, for many programs, each attendee also completes a pre- and post-test that HNC uses to measure the effectiveness and level of information gained as a result of our programs. In addition, regular staff performance is monitored and evaluated through procedures that include verbal feedback by the employee's supervisor, annual written evaluations and annual self-evaluations.

These many evaluations are compiled and reviewed by supervisors and teaching staff, and analyzed at the end of each month to identify training and program development opportunities; comments requiring immediate attention are handled promptly by the Program Manager, Program Coordinator, and Executive Director. Taken together, these verify the value and effectiveness of our program and our educators in connecting these individuals to nature. Even with these many methods of quantitative measurement, program success is best seen during the program day, as we observe participants getting involved in exciting, hands-on activities, and sharing their enthusiasm for the ways they can care for the world around them.

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.

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2020.

Alexander & Baldwin
Atherton Family Foundation
First Foundation
Fred Baldwin Memorial Foundation
Friends of Hawaii Charities

Hau'oli Mau Loa Foundation
Hawaii Community Foundation
FLEX Grant
NOAA B-WET Grant
Women's Fund of Hawai'i

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, grants, and grants in aid it has been granted within the prior three years and will be receiving for fiscal year 2020 for program funding.

- Capital Improvement Project GIA (FY 2019-2020), State of Hawai'i
- Environmental Protection & Sustainability Grant (2018-2019), Maui County

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2018.

\$219,504

V. Experience and Capability

1. 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.

Hawai'i Nature Center has been offering environmental education experiences to O'ahu and Maui residents and visitors for 38 years. We are an equal opportunity employer with a staff of nearly 30. Staff range in age and experience but all staff are required to have a college degree and/or equivalent experience, as well as safety certifications. Each year,

Central to the success of the Hawai'i Nature Center is its Board of Directors (see Appendix F: Board of Directors). Composed of a diverse group of men and women who are recognized leaders in the community, our Board has demonstrated a commitment to the mission of the Hawai'i Nature Center. Board members are selected based upon their expertise in areas such as law, marketing, education, etc., as well as for their ability to provide financial support. The Board is responsible for major policy decisions, strategic planning, fiscal responsibility, and overseeing the Executive Director.

The Executive Director, Jeeyun Lee, MSW, who has been in the non-profit sector for over 17 years, serves as the chief executive officer, reports to the Board of Directors, and is responsible for all daily operations of the organization. Ms. Lee is supported by a management team comprised of an Operations and Volunteer Program Director, Associate Director, and Education Program Manager. Together, this team oversees and manages all day-to-day operations of Hawai'i Nature Center programs, facilities, and personnel on Maui and O'ahu.

2. Facilities

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

The Hawai'i Nature Center O'ahu Campus is located at 2131 Makiki Heights Drive, Honolulu, Hawai'i. This property is leased to HNC from State Parks. The Maui Campus is located at 875 'Iao Valley Road, Wailuku, Hawai'i. This land is owned by HNC. As the program operator at both sites, HNC staff oversee and execute all necessary building maintenance and land upkeep. Facilities on both O'ahu and Maui include displays and activities that complement the environmental education programs. While these specifically target school groups, they also serve families and community groups as well as weekend and intersession program participants. In cases where care is larger-scale or on property not owned by HNC, maintenance is requested and coordinated through the HNC with the appropriate agencies, such as Division of Forestry and Wildlife, Honolulu City & County, Board of Water Supply, and others. In addition to HNC's facilities, the agency has partnerships and maintains positive relationships with several other parks and organizations, including multiple sites owned by USFWS which allow HNC to host programs, giving our organization a broader reach geographically and programmatically.

VI. Personnel: Project Organization and Staffing

1. 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

2. Organization Chart

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

See Appendix H: Organizational Chart

3. Compensation

The applicant shall provide an annual salary range paid by the applicant to the three highest paid officers, directors, or employees of the organization by position title, not employee name.

Executive Director (employee) - \$92,500

Associate Director (employee) - \$57,000

Operations and Volunteer Program Director (employee) - \$57,994

VII. Other

1. 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.

2. 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.

3. 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.

ATTACHMENTS

Appendix A: Certificate of Good Standing

Appendix B: Chapter 42F Declaration Statement

Appendix C: Program Photos

Appendix D: Photos of Maui & O'ahu Facility Damage

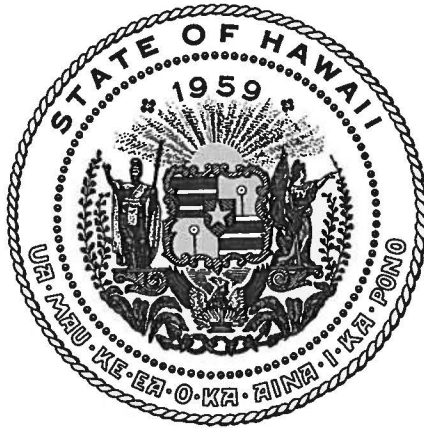
Appendix E: Budget

Appendix F: Board of Directors

Appendix G: Staff Resumes

Appendix H: Organizational Chart

**APPENDIX A:
CERTIFICATE OF GOOD STANDING**



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

HAWAII NATURE CENTER, INC.

was incorporated under the laws of Hawaii on 06/15/1981 ; that it is an existing nonprofit corporation; and that, as far as the records of this Department reveal, has complied with all of the provisions of the Hawaii Nonprofit Corporations Act, regulating domestic nonprofit corporations.



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

Dated: January 14, 2019

Director of Commerce and Consumer Affairs

APPENDIX B:
CHAPTER 42F DECLARATION
STATEMENT

**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.

Hawai'i Nature Center
(Typed Name of Individual or Organization)


(Signature) 1/18/19
(Date)

Jeeyun Lee
(Typed Name) Executive Director
(Title)

APPENDIX C:
PROGRAM PHOTOS



Kindergarteners from Emmanuel Lutheran (Maui) fishing in the stream.



Second graders from Kula Elementary (Maui) hunt for decomposers.



Nature Adventure Camp keiki (Maui) collect microplastics to clean up the beach.



A Waiiau Elementary (O'ahu) first grader evaluates her catch from Makiki Stream with an HNC educator.



Nature Adventure Camp keiki (O'ahu) look at the world they created in their take-home terrarium jars.



Nature Adventure Campers on O'ahu are showered with plumeria at the Koko Head Botanical Garden.

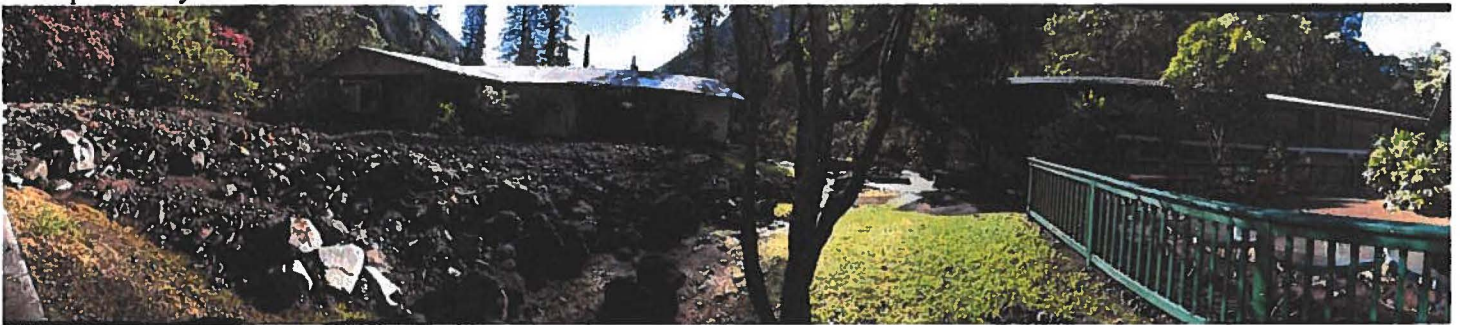
**APPENDIX D:
PHOTOS OF MAUI & O‘AHU
FACILITY DAMAGE**

Maui Campus Devastation Photos

Across our islands, children realize the impact of their actions on the world, and seek to create positive change. Our children are our future on this planet that we call home. At Hawai'i Nature Center (HNC), we believe the best way to create the next generation of community-minded environmental stewards is to raise and educate them with a connection to the natural world. We ask for your support in recovering from this damage and helping us to secure the means to serve our community in this vital, meaningful way for future generations.



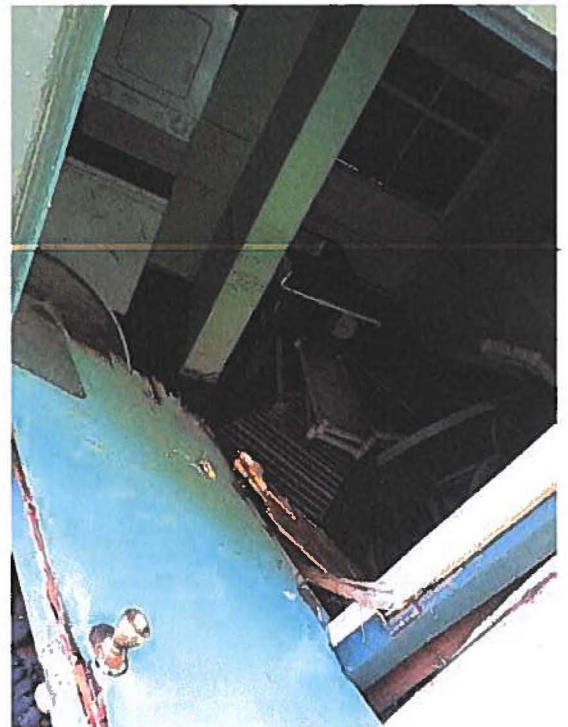
Campus Courtyard Before the Flood



Same Courtyard After the Flood (panoramic view)



Septic System Filled w/ Mud and Debris



Damage from the Mud and Water that ran through Campus



Maui Primary Programmatic Building – Rotten Rafters & Fascia



Maui Primary Programmatic Building – Whole Back Side Showing Rotten Rafters, Fascia, and Gutters



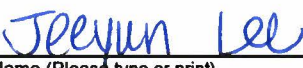

O'ahu Ranger Cottage – Ceiling in Hawai'i Nature Center Administrative Space

APPENDIX E:
BUDGET

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2019 to June 30, 2020

Applicant: Hawaii Nature Center, Inc.

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries	114,915			460,000
2. Payroll Taxes & Assessments	11,061			32,000
3. Fringe Benefits	14,024			31,000
TOTAL PERSONNEL COST	140,000			523,000
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				10,000
2. Insurance				37,000
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies	10,000			11,000
7. Telecommunication				
8. Utilities				23,500
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19				
20				
TOTAL OTHER CURRENT EXPENSES	10,000			81,500
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	150,000			604,500
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	150,000	<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">  Name (Please type or print) </div> <div style="text-align: center;"> 808.629.9764 Phone </div> </div>		
(b) Total Federal Funds Requested		<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">  Signature of Authorized Official </div> <div style="text-align: center;"> Jan. 17, 2019 Date </div> </div>		
(c) Total County Funds Requested		Jelyun Lee, Executive Director Name and Title (Please type or print)		
(d) Total Private/Other Funds Requested	604,500			
TOTAL BUDGET	754,500			

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2019 to June 30, 2020

Applicant: Hawaii Nature Center, Inc.

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Program Coordinator	1	\$45,000.00	40.00%	\$ 18,000.00
Program Coordinator	1	\$45,000.00	40.00%	\$ 18,000.00
Associate Director	1	\$60,000.00	20.00%	\$ 12,000.00
Environmental Educator	1	\$30,000.00	30.00%	\$ 9,000.00
Environmental Educator	1	\$30,000.00	30.00%	\$ 9,000.00
Environmental Educator	1	\$30,000.00	30.00%	\$ 9,000.00
Environmental Educator	1	\$30,000.00	30.00%	\$ 9,000.00
Environmental Educator	0.5	\$30,000.00	30.00%	\$ 9,000.00
Environmental Educator	0.5	\$30,000.00	25.00%	\$ 7,500.00
Environmental Educator	0.5	\$30,000.00	25.00%	\$ 7,500.00
Curriculum Specialist	0.5	\$23,050.00	30.00%	\$ 6,915.00
				\$ -
				\$ -
				\$ -
TOTAL:				114,915.00
JUSTIFICATION/COMMENTS:				

44

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2019 to June 30, 2020

Applicant: Hawaii Nature Center, Inc.

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
NOT APPLICABLE			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				

JUSTIFICATION/COMMENTS:

AS

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, 2019 to June 30, 2020

Applicant: Hawaii Nature Center, Inc.

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: 2017-2018	FY: 2018-2019	FY:2019-2020	FY:2019-2020	FY:2020-2021	FY:2021-2022
PLANS	NOT APPLICABLE					
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						

JUSTIFICATION/COMMENTS:

40

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Hawaii Nature Center, Inc.

Contracts Total: 511,927

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	State of Hawaii GIA (FY 2019-2020)	Pending release	DLNR	State	500,000
2	Enviro. Protection & Sustainability Grant	7/26/18 - 6/30/19	Dept. of Enviro. Mgmt.	Maui	11,927
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**APPENDIX F:
BOARD OF DIRECTORS**



HAWAI'I NATURE CENTER

Connecting children and families to nature

2019 BOARD OF DIRECTORS & OFFICERS
(Updated: 1/2019)

OFFICERS

President

Piia Aarma

Owner

Pineapple Tweed PR & Marketing

Vice President

McKibbin Mist

Purchasing and Contracts Manager

DR Horton

Secretary

Randall F. Sakumoto, Esq.

Partner

McCorriston Miller Mukai MacKinnon LLP

Treasurer

Tim Anderson

CFO

BEK Construction, Inc.

Immediate Past President

Dee Dee Letts

President

Resolutions Hawaii

DIRECTORS

Pohai Campbell

Attorney

Cades Schutte LLP

Tran Chinery

Manager, Marketing Communications

Alexander & Baldwin

Guy Churchill

Executive Vice President & Manager

Bank of Hawaii

Bruce Coppa

President

Capitol Consultants of Hawai'i

Meleana Estes

Owner

Meleana Designs

Nick Heyd

Manager

Kilohana

G. Robert Johnston

President/CEO

Hawaii Pacific Solar LLC

Lacey Nakaguma

SVP, Director of Internal Audit

American Savings Bank

Jerry Rauckhorst

Retired CEO

Catholic Charities Hawai'i

Nathan Saint Clare

Principal

Architects Hawaii, Ltd.

Mars Simpson

Owner

M.A.R.S. Hawaii

Eric Wright

Senior Vice President

Par Hawaii

Andrew Yani

Principal

Hanapohaku, LLC

**APPENDIX G:
STAFF RESUMES**

Jeeyun Lee, MSW

1110 Eha Street #204 • Wailuku • Hawai'i • 96793 • missjeeyunlee@gmail.com • 808.629.9764

Education

M.S.W. International and Community Development, May 2010 GPA: 3.97/4.0
Monmouth University School of Social Work
2009 Sally Kanehe International Fellowship Recipient

B.A. Social Relations, May 2005

James Madison College of Public Affairs, Michigan State University, East Lansing
2004 James Madison College Alumni Association Chicago Field Experience Scholarship Recipient
Fall 2004 Dean's List
Spring 2005 Dean's List

Experience

Hawai'i Nature Center, Honolulu, Hawai'i May 2015-Present

Executive Director

- Manages an administrative and direct service staff of 27.
- Budgets for the \$1 million non-profit.
- Acts as the face of the agency, networking and building relationships with community partners.
- Writes and reports on new and ongoing grant opportunities.
- Reports directly to a board of directors comprised of 16 business professionals.
- Manages sites and staff on both Maui and O'ahu.
- Facilitates bi-monthly administrative meetings.
- Responsible for all human resource issues that arise.

Gregory House Programs, Honolulu, Hawai'i October 2012-April 2015

Clinical Operations Director

- Manages a direct service staff including 1 Transitional Housing Manager, 7 Housing Case Managers, 1 Save The Food Basket Operations Manager, 2 full-time night aides and 3 on-call night aides including recruiting, hiring, training, overseeing staff and implementing evaluations.
- Assists with budget management for all direct service and general operations grants for our \$2 million+ company budget.
- Ensures rent subsidy, transitional housing program, emergency grant and temporary shelter programs have proper protocols and procedures in place that are up to date and being followed.
- Ensures data collection integrity for all aspects of all programs implemented by Gregory House Programs.
- Directly implements emergency grant and transitional shelter programs.
- Assists in grant writing and reporting for all grants associated with Gregory House Programs.
- Maintains healthy relationships with key community leaders and groups.
- Assists in preparation for audits.
- Direct service with our highest risk clients, all intakes and discharges providing psychosocial assessments.
- Manages the wait list for all programs.
- Facilitates weekly clinical case management meetings and coordinates staff trainings.

Waikiki Health Center, Honolulu, Hawai'i October 2011- September 2012

Youth and Elder Services Manager

- Manages all youth and elder services for Waikiki Health Center including Waikiki Friendly Neighbors, GED Program, Employment Academy and Youth Outreach along with all case management staff in these areas.
- Finds and writes grants and grant reports to support youth and elder programs.
- Maintains healthy relationships with key community leaders and groups.
- Solicits donations from both individual and major donors
- Implements a new grant that provides job training for youth who are experiencing homelessness and youth who are at risk of experiencing homelessness.
- Manages a \$300,000/year budget.
- Fosters a healthy relationship with Youth Outreach's partner organization, Hale Kipa.

Waikiki Health Center, Honolulu, Hawai'i January 2010- October 2011

HIV/HCV Early Intervention Services Program Coordinator

- Coordinated psycho-educational presentations, testing and case management services in treatment facilities for youth and adults who have substance abuse issues.
- Hired and Managed 5 case managers on Oahu, Kauai, Maui and Big Island.
- Maintained a \$357,000/year grant budget.
- Produced support materials and grant reports for the program.

Kalihi Palama Health Center, Honolulu, Hawai'i June 2009-August 2009

Social Work Intern

Law Offices of Cheng, Cho, & Yee P.C., Chicago, Illinois Summer 2004

Intern

- Drafted a mandamus for a client which senior partner Cho utilized to win the client's case.
- Conducted private informational interviews with clients, performed paralegal duties such as research, and preparing immigration forms for the senior partners.
- Drafted an immigration petition based on spousal abuse which Attorney Cho used to reverse a denial into the United States.
- Acted as a Korean interpreter for a successful adoption hearing.
- Translated Korean documents to English.
- Scheduled Attorney Cho's calendar via Outlook.
- Fielded Attorney Cho's calls while she was on maternity leave.

Skills

- Fluent in the Korean language
- Exceptional proficiency in Microsoft Office programs and Internet and research skills.
- Typing skills: 72 words per minute
- Grant writing
- Presenting, public speaking, media experience
- Tobacco Treatment Specialist certified by the Mayo Clinic

Excellent References Furnished Upon Request

Jamie K. Nakama

Cell: 808-321-7791, Email: jamie.nakama@gmail.com

EDUCATION

University of Hawaii at Manoa, Honolulu, HI
Master of Arts in Anthropology
Specialization: Ecological Anthropology
Focus: Hawaii/ Polynesia
December 2006

MA RESEARCH INTERESTS & FIELDWORK EXPERIENCE

- Contrasting worldviews and attitudes toward nature: native Hawaiian philosophy and Western science.
- Integrating traditional ecological knowledge (TEK) and modern scientific knowledge in the context of long-term sustainability in Hawaii.
- Measuring the effectiveness of environmental education in Hawaii.
- *Archeology and Cultural Revival in the Marquesas Islands*, (summer fieldwork project, 2004)
Community restoration project on the island of Tahuata, southern Marquesas, led by archeologist, Dr. Barry Rolett. Uncovered, mapped, and restored a *tohua koina* (traditional ceremonial ground) to its original form. The site is utilized today by the community for traditional ceremonial practices.

PROFESSIONAL WORK EXPERIENCE

Curriculum Specialist, Hawaii Nature Center, Honolulu, HI, February 2016-current

- Update existing HNC curricula to align with Next Generation Science Standards (NGSS).
- Develop new programs for middle school students aligned with NGSS, i.e. *Exploring Kawainui: Watersheds, Wetlands and Waterbirds*, funded by NOAA, 2016-2018.
- Edit all HNC education-related documents and oversee the development of intersession camp (SNAP) lesson plans.

Education Program Manager, Hawaii Nature Center, Honolulu, HI, 2008 – 2016

- Oversee education program department (Maui and Oahu), train environmental educators and volunteers to teach programs, conduct performance evaluations, conduct teacher workshops, manage all program bookings, maintain program database and yearly/monthly/weekly schedules.
- Develop and update place-based, hands-on curriculum for all HNC programs including school programs, family & community programs, and intersession day camps. Ensure HNC school programs are in alignment with the DOE Hawaii State Content and Performance Standards.
- Environmental Education Curriculum Development and Implementation:
 - *From Mauka to Makai: Understanding Climate Change Impacts within the Ahupuaa*, funded by NOAA 2014-2015. Developed curriculum and implemented hands-on field programs in forest, wetland and coastal regions of Oahu for over 2,000 middle school students. Conducted teacher workshops on climate change and local impacts in Hawaii for over 40 middle school teachers.
 - *Climate Change Camp*, funded by NOAA/BWET 2010-2011. Intersession day camps for underprivileged middle school students; hands-on, place-based science activities centered on the theme of climate change and resiliency.
 - *Ahupuaa Overnight Camp*, originally funded by NOAA/BWET 2008-2009, continue to offer as a regular HNC program. Two-day overnight camp program for underprivileged elementary and middle school students, exploring the connections within the ahupuaa, field activities take place in mountain, wetland, and coastal ecosystems.
 - *Web of Life*, funded by State of Hawaii Judiciary Drug Court, 2007-2009. Hands-on field program designed to enhance communication and respect among substance abuse adults and their young children through an intimate experience in Hawaii's natural environment.

Savannah Collins Allshouse

(808) 600-7244

savannah@hawaiiaturecenter.org

WORK EXPERIENCE

Hawai'i Nature Center, Honolulu, HI

January 2018 – Present

Associate Director

Registered Lobbyist: State of Hawai'i

- Manage relationships between state and federal government agencies, companies, and other non-profit organizations to support achievement of mutual goals in a timely fashion
- Negotiate and execute contracts and agreements between Hawai'i Nature Center and state and federal government agencies, companies, and other non-profit organizations
- Track, write, and submit nearly \$1.8M in grant requests and secure 57% of said funds in 2018
- Design and conduct surveys of program participants and statistically analyze and describe results for grant requests
- Evaluate donor CRM technologies, and implement and oversee the day-to-day use of new Network for Good system, including training for relevant staff
- Hire, train, and manage full-time Executive Assistant and Program Manager, while supervising over 15 staff
- Actively pursue fundraising and development opportunities through grants and relationship building by continuing grant writing and reporting processes initially undertaken as Grant Development Manager

Grant Development Manager

November 2016 – December 2017

- Plan and host agency's annual fundraisers, which grossed over \$110,000 for programs and facilities
- Seek out relevant grants and manage grant proposal development, execution, reporting, and administration
- Create and implement budgets for grant proposals, and oversee appropriate fund expenditure for awarded grants
- Prepare reports on expenditures, outputs, and outcomes, and provide said reports to funding agencies

Cubic Global Defense, Honolulu, HI

April 2015 – November 2016

Program Finance Analyst

Security Clearance: Secret

- Assisted in financial oversight and analysis of contract task orders, subcontract finances, and revenue forecasting
- Assisted in management of contract budgets, burn plans, and contract deliverables, including financial reporting
- Coordinated closely with coworkers regarding open-source intelligence analysis and receive training to write daily briefs for AFRICOM and EUCOM
- Maintained written and verbal communication with civilians, government employees, and fellow contractors regarding financial expenditures, contract requirements, and purchase requests
- Supported administrative needs of the organization, including reviewing time sheets, travel reimbursement requests, parking permit approvals, and ordering office supplies

Texas Comptroller of Public Accounts, Austin, TX

July 2014-April 2015

Data Analyst

- Designed and coordinate research projects using quantitative methods and data analysis in STATA and Excel
- Translated complex data into relevant and understandable reports for public and state government consumption
- Maintained spreadsheets and manage data on the Texas budget, financial accountability, and comparability of Texas taxation, infrastructure, education, and population compared to the other fifty states

Bush School of Government and Public Service, College Station, TX

August 2013-June 2014

Graduate Research Assistant

- Copyedited and formatted articles for publication according to individual journal specifications
- Performed online searches of academic databases to conduct reviews of relevant literature
- Assisted with lab research and data management for professor's original research

Center for Applied Social Research, Norman, OK

May 2011-August 2012

Research Assistant

- Conducted online research and literature review from academic sources on stakeholder engagement
- Assisted in writing, editing, and formatting a research report for a national nuclear laboratory
- Researched and presented groundbreaking findings on nuclear power plant siting in India using the Narrative Policy Framework and descriptive statistics to academics at an international political science conference

**APPENDIX H:
ORGANIZATIONAL CHART**

