

**THE THIRTIETH LEGISLATURE**  
**APPLICATION FOR GRANTS**  
**CHAPTER 42F, HAWAII REVISED STATUTES**

Type of Grant Request:

☐

Operating

☐

Capital

Legal Name of Requesting Organization or Individual:    Db:

Amount of State Funds Requested: \$ \_\_\_\_\_

Brief Description of Request (Please attach word document to back of page if extra space is needed):

Amount of Other Funds Available:

State:            \$ \_\_\_\_\_

Federal:        \$ \_\_\_\_\_

County:        \$ \_\_\_\_\_

Private/Other: \$ \_\_\_\_\_

Total amount of State Grants Received in the Past 5  
Fiscal Years:

\$ \_\_\_\_\_

Unrestricted Assets:

\$ \_\_\_\_\_

New Service (Presently Does Not Exist): ☐

Existing Service (Presently in Operation): ☐

Type of Business Entity:

☐

501(C)(3) Non Profit Corporation

☐

Other Non Profit

☐

Other

Mailing Address:

City:

State:

Zip:

Contact Person for Matters Involving this Application

Name:

Title:

Email:

Phone:

*Cara Short*

Authorized Signature

Name and Title

Date Signed

## 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) Hawaii Compliance Express Certificate (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

*Cara Short*

AUTHORIZED SIGNATURE

CARA SHORT, EXECUTIVE DIRECTOR

PRINT NAME AND TITLE

JANUARY 15, 2025

DATE



STATE OF HAWAII  
STATE PROCUREMENT OFFICE

**CERTIFICATE OF VENDOR COMPLIANCE**

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

**Vendor Name:** ACCESSURF HAWAII, INC.

**Issue Date:** 12/27/2024

**Status:** **Compliant**

Hawaii Tax#: 94870766-01  
New Hawaii Tax#: GE-0219119616-01  
FEIN/SSN#: XX-XXX0646  
UI#: XXXXXX2818  
DCCA FILE#: 214853

Status of Compliance for this Vendor on issue date:

Form	Department(s)	Status
A-6	Hawaii Department of Taxation	Compliant
8821	Internal Revenue Service	Compliant
COGS	Hawaii Department of Commerce & Consumer Affairs	Exempt
LIR27	Hawaii Department of Labor & Industrial Relations	Compliant

**Status Legend:**

Status	Description
Exempt	The entity is exempt from this requirement
Compliant	The entity is compliant with this requirement or the entity is in agreement with agency and actively working towards compliance
Pending	A status determination has not yet been made
Submitted	The entity has applied for the certificate but it is awaiting approval
Not Compliant	The entity is not in compliance with the requirement and should contact the issuing agency for more information

**DECLARATION STATEMENT OF  
APPLICANTS FOR GRANTS PURSUANT TO  
CHAPTER 42F, HAWAII 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; and
- 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.
- 4) The use of grant-in-aid funding complies with all provisions of the Constitution of the State of Hawaii (for example, pursuant to Article X, section 1, of the Constitution, the State cannot provide "... public funds ... for the support or benefit of any sectarian or nonsectarian private educational institution...").

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.

\_\_\_\_\_  
(Typed Name of Individual or Organization)

*Cara Short*

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Typed Name)

\_\_\_\_\_  
(Title)

## 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. Hawaii Compliance Express Certificate (If the Applicant is an Organization)**

If the applicant is an organization, the applicant shall submit one (1) copy of a Hawai'i Compliance Express Certificate from the Comptroller of the Department of Accounting and General Services that is dated no earlier than December 1, 2024.

See attached Certificate of Vendor Compliance.

#### **2. Declaration Statement**

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

See attached Declaration Statement.

#### **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](#).

If awarded State Grant-in-Aid, AccesSurf Hawai'i would use funds for a public purpose as described below in **Section II. Background and Summary, Question #3**.

### **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:

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

AccesSurf Hawai'i (ASH) has been a trailblazer in the advancement of adaptive water sports, ocean and beach recreation, and healing experiences for people with disabilities (PWD). From its humble beginnings in 2006, ASH has grown to offer over 4600 inclusive ocean experiences annually, encompassing more than 60 program days in 2023 alone. With the mission of providing life-changing accessible water programs for PWD, ASH is committed to its vision of serving as leading change agents in a global movement of adaptive water sports, creating 'An Ocean of Possibilities', where inclusion and accessibility are prioritized in every community. ASH programs are provided free of

charge to individuals with any physical, mental or cognitive disability, regardless of age, gender, ethnicity or socioeconomic background. Relying heavily on a cadre of over 900 trained volunteers, ASH programs are designed to enhance socialization, encourage health and fitness, and build confidence for participants and volunteers.

From the first "Day at the Beach" launched in November 2006, AccesSurf programs have expanded to include Wounded Warrior Day at the Beach, adaptive swimming, surfing, canoe and prone paddling. ASH also pioneered competitive adaptive surfing in Hawai'i and beyond and hosts the annual Hawai'i Adaptive Surfing Championship, which showcases the achievements and capabilities of more than 100 adaptive surfers around the globe annually.

2. The goals and objectives related to the request;

**Goals**

1. To ensure people with disabilities (PWD) in Hawai'i have rich, ongoing and inclusive accessible opportunities to safely enjoy and feel supported at the beach, in the ocean, and in the water, regardless of age, ability, ethnicity, or socioeconomic status.
2. To deliver adaptive water and beach activities that positively impact the mental and physical well-being of individuals with disabilities and volunteers alike, from keiki to kupuna.
3. To increase outreach through training of volunteers and participants, who seek to become ASH volunteers.

**Objectives over 12 months:**

1. ASH will enhance training opportunities and revitalize the curriculum to empower volunteers and PWD aspiring to volunteer, fostering deeper learning and meaningful engagement through education and on-the-job experiences. As part of this request, ASH will conduct more advanced training once per quarter. We also have hands-on and in-depth training for one to multiple areas at each of the core programs listed in #2.
2. ASH will offer a total of 34 Core programs throughout the year to provide the training ground for current and prospective volunteers to receive hands-on instruction.
  - Day at the Beach (DATB) – 11 events per year, plus online one week prior
  - Wounded Warrior Day at the Beach (WWDATB) – 11 events per year
  - Adaptive Swim Clinic – 4 events per year
  - Adaptive Outrigger Canoe Clinic – 4 events per year
  - Adaptive Surf Clinic – 2 events per year
  - Maui Day at the Beach – 2 events per year, with ASH staff traveling to Maui to train volunteers.

### 3. The public purpose and need to be served;

For people with disabilities, getting back in the water is vital for physical and emotional wellbeing. Aquatic activities offer a sense of freedom that is often difficult to achieve in everyday life, where mobility and environmental barriers can limit independence. The water offers a healing space where individuals with varying levels of disabilities can gain confidence, overcome fears and face challenges in an empowering environment. Unfortunately, PWD are often afraid to swim or encounter barriers to engaging in aquatic activities as a result of stigmatization, stereotyping or negative self-image. Although Hawai'i is surrounded by publicly accessible beaches and pools, many PWD have limited or no access to adaptive exercise and have been historically excluded from aquatic activities, placing them at higher risk of drowning.

PWD in Hawai'i are more likely to experience health disparities compared to non-PWD, including depression, obesity, diabetes and heart disease, which put them at greater risk for secondary diseases and chronic conditions. Unfortunately, these health inequities impact both quality of life and lifespan, which is 10-20 years lower for PWD compared to people without disabilities (Majer, 2011). Disability healthcare costs in Hawai'i represent up to 31% of the state's total healthcare spending, costing \$3 billion annually or \$17,723 per person with a disability (CDC, 2022). Research supports the health benefits of adaptive aquatics for PWD, including physical, cognitive and social-emotional well-being for individuals of all abilities. Through adaptive aquatic activities, PWD experience the effect of weightlessness, which often alleviates stress on joints and muscles, minimizes pain or muscle spasms and maintains range of motion all while enhancing relaxation (Stan, 2012).

Adaptive aquatic sports and recreation involve unique challenges that require specialized knowledge, skills, and safety protocols to ensure an inclusive, enjoyable, and secure experience for PWD. Volunteers must not only be equipped with technical knowledge, such as using adaptive equipment, assisting individuals with varying needs and levels of ability, and responding to emergencies, but also be able to connect on a deeper and more meaningful level with training. Hands-on experiences must also be embedded within the training to allow volunteers to build confidence and develop practical skills, creating a supportive and empowering atmosphere that enables participants to overcome barriers, experience the joy of aquatic sports, and enhance their quality of life. This State GIA request supports the continuation of ASH's core programs, with a focus on redesigning the training program to ensure volunteers and PWD seeking to become volunteers connect on a deeper level, fostering genuine understanding and collaboration to provide meaningful, personalized and effective support to PWD. Current training materials were implemented in 2020 during the height of COVID, resulting in a curriculum with limitations on interpersonal interaction. In 2025 ASH desires to revise our training program to include multiple means of engagement, multiple ways of providing information, and multiple ways to interact with learning materials.

4. Describe the target population to be served; and

ASH serves PWD, who represent approximately 22% of the state's adult population or 261,581 adults according to estimates from the Centers for Disease Control and Prevention (CDC). According to the CDC 2024 Hawai'i Disability and Health State Profile, PWD experience difficulties with mobility, cognition, hearing, vision, independent living and/or self-care. These statistics highlight the prevalence and types of disabilities among adults in Hawai'i, underscoring the critical importance of adaptive aquatic opportunities and support for this vulnerable population.

PWD in Hawai'i face notable disparities in employment, education and economic well-being, particularly among Native Hawaiians and Pacific Islanders, who have the highest rate of disability among working-age adults. PWD are also more likely to have lower levels of education and higher rates of poverty and economic disparity, highlighting the need to provide expanded access to resources and services to address systemic inequalities.

ASH also serves past, current and newly recruited volunteers, primarily residing on the island of Oahu. As part of volunteer recruitment, ASH seeks individuals with expertise relevant to the skills and knowledge essential to effectively support PWD and/or provide training for different roles and adapting to any ability. The ASH corp of volunteers include surf instructors, physical therapists, health care providers and those with lived experience. All volunteers and staff undergo training in working with PWDs, with the additional support of a volunteer healthcare provider available to offer targeted assistance to certain participants as necessary.

5. Describe the geographic coverage.

AccesSurf serves PWD and volunteers from all geographic regions throughout Oahu, with a small percentage of volunteers residing on Neighbor Islands. In Fiscal Year (FY) 2024-2025, ASH began a pilot DATB program on the island of Maui to respond to PWD and individuals experiencing trauma from the devastating wildfires. In FY2026, ASH will continue DATB, as well as extend training opportunities to current and prospective volunteers on Maui.

### **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;

**Volunteer Training** is a critical component of all ASH programming and activities, encompassing introduction, education and on-the-job experiences. As part of this request, ASH staff will provide more in-depth training to volunteers and PWD



expressing a desire to serve as volunteers. As part of a train-the-trainer model, ASH staff will provide training to core/lead volunteers, who will also provide training to volunteers. Some current components of volunteer training include:

- Check-in (pre-registration and sign-in at event)
- Scheduling (pairing participants and volunteers for activities)
- Safe transfer of PWD to and from water and land
- Water safety
- Profiler - Determining PWD function and support needs
- Water support with PWD
- Swim specialist
- Surf instructors
- Equipment (We provide general and adaptive equipment that needs to be handled, potentially fitted, and collected after events)
- Data collection for quality improvement
- Set-up/tear down (Transporting, unloading and setting up equipment areas such as tents, accessibility, mats, etc.)
- In-depth specialized training events for core volunteers

Over 12 months, ASH staff will undertake a comprehensive review of current training materials, redesigning the curriculum to foster deeper learning and connective experiences. The updated curriculum will ensure both volunteers and PWD who wish to volunteer connect with concepts in a meaningful way, incorporating hands-on activities through ASH core programs to promote experiential learning. This process will focus on creating a more engaging, inclusive environment that supports skill development and encourages a deeper understanding of the impact of aquatic activities on PWD.

## **ASH Core Programming**

### **Core Programs 1 & 2**

#### **Day at the Beach (DATB) and Wounded Warrior Day at the Beach (WWDATB)**

**Responsibilities:** ASH staff and volunteers. For DATB, typically 2-5 volunteers per PWD participant, with average 50-100 PWD participants. For WWDATB, average 40 volunteers per event, with typically 20 PWD participants.

- Match PWD with appropriate volunteers and determine individual support needs. WWDATB is focused on adults.
- Provide assisted swimming and surfing activities, incorporating Hawaiian cultural and place-based learning.
- Host talk story activities.
- Locations include Pokai Bay and Kalaeloa (White Plains). August DATB is held at Kualoa Regional Park, where ASH also offers paddle boarding.

### **Core Program 3, 4 and 5**

#### **Adaptive Clinics: Adaptive Swim Clinic/Adaptive Surf Event/Adaptive Outrigger Canoe**

##### **Responsibilities:**

**Swim Clinic:** ASH staff and an average of 30 volunteers per swim clinic event, with typically 20 PWD participants.

- Match PWD with appropriate volunteers and determine individual support needs.
- Provide assisted swimming lessons and opportunities.
- Expand through partnerships with REHAB, YMCA and other organizations.

**Adaptive Surf Event:** ASH staff and an average of 20 volunteers per surf clinic event, with typically 4-6 PWD participants.

- Participants surf independently or in tandem with volunteer surfers as part of Surf Event.

**Adaptive Outrigger Canoe:** ASH staff and an average of 30 volunteers per canoe program, with typically 15 PWD participants.

- Participants and volunteers paddle six-person or 12-person (double-hull) outrigger canoes.
- PWD learn to paddle together with others.

### **Core Program 6**

#### **Maui Day at the Beach (MDATB)**

**Responsibilities:** ASH staff and an average of 20 volunteers per MDATB event, with typically 8 PWD participants.

- Match PWD with appropriate volunteers and determine individual support needs. Provide assisted swimming and surfing activities, incorporating Hawaiian cultural and place-based learning.
- Host talk story activities.

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

If awarded State Grant-in-Aid, funding would be used to update and redesign the curriculum and training over 12 months to build capacity for existing volunteers and prospective PWD volunteers to engage in deeper, more meaningful learning. ASH staff will conduct quarterly trainings, as well as provide training for Maui volunteers twice a year. Opportunities for hands-on training would be integrated in tandem with ASH Core Programming, which follows the timeline below.

<b>Activity</b>	<b>Timeline</b>
<b>Core Programs 1 &amp; 2:</b> Day at the Beach (DATB) and Wounded Warrior Day at the Beach (WWDATB)	24 events annually (2 monthly events, (except May)
<b>Core Program 3, 4, 5:</b> Adaptive Clinics: Adaptive Swim Clinic/Adaptive Surf Event/Adaptive Outrigger Canoe	Swim Clinic: 4 annually; Surf Event: 2 annually Outrigger Canoe: 4 annually
<b>Core Program 6:</b> Maui Day at the Beach (MDATB)	2 annually

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

Quality assurance and evaluation metrics are integrated into all programs. ASH will use data driven analysis to enhance both program satisfaction and quality. Participant numbers for core programs will be tracked through preregistration and day-of sign-ins, providing insights into the effectiveness of our volunteer and participant recruitment efforts. Periodic participant surveys will also be conducted, with responses guiding ongoing improvements. Data collected from surveys and feedback will be evaluated quarterly by the Program Evaluator, with results reviewed with staff and volunteers to develop actionable improvement plans.

3. 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.

If awarded State GIA, ASH will report the following metrics through Pre-event registration check in at training events:

- 1) # of PWD participants
- 2) # of volunteers
- 3) # of volunteer training events

ASH will also report quarterly on the percentage completion of the updated and redesigned training curriculum and ancillary materials.

**IV. Financial**

**Budget**

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

See attached Budget Forms.

- 2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2026.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$137,500	\$137,500	\$137,500	\$137,500	\$550,000

- 3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2026.

To date \$100,000 has been committed to this project from the Craig H. Neilsen Foundation. An additional \$125,520 will be requested from private philanthropic funding sources in 2025. A \$550,000 State GIA award will complete funding for this project, enabling ASH to build capacity for training volunteers both immediately and in the future.

- 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.

This does not apply.

- 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 2026 for program funding.

Contracts	Dates	Amount	Purpose
State GIA	02/01/25-01/31/26	\$116,000	Core Programs & Maui Extension
City GIA	10/07/24-10/06/25	\$150,000	Support PWD and Kupuna
State GIA	12/01/23-02/29/24	\$150,000	Volunteer Recruitment & Training

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2024.

The balance of AccesSurf Hawai'i's unrestricted current assets as of December 31, 2024 is \$955,242.27

## **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.

For the past 18 years, ASH has been at the forefront of advance adaptive water sports, ocean and beach recreation, and healing experiences for PWD, while training thousands of volunteers to support these programs. Despite the challenges posed by the global pandemic, ASH continued to grow, recognizing the immense value of its programs for participants and volunteers, as well as the critical need for opportunities that promote sports and socialization for PWD in Hawai'i. ASH is governed by a dedicated 14-member Board comprised of business and community leaders, who are responsible for overseeing the organization's financial stability, governance and program activities.

In 2024, ASH played a unique and vital role for PWD in Hawai'i, accomplishing the following over the past 12 months.

- Presented at Pac Rim
- Piloted a program on the Big Island
- Completed initial phases of Maui program
- Supported the Access METS study (establishing Energy Expenditure for Outrigger canoe paddling for people with and without disabilities) in collaboration with the University of Hawai'i and the State Department of Health
- Activated an advanced surf volunteer training
- Completed a year with Leadership Training for the organization's leaders and staff
- Established a headquarters

ASH has received funding from both public and private sources, including government entities, private foundations, individual donors and fundraising efforts, all with the goal of fostering an inclusive community for individuals with and without disabilities. Leveraging our 18 years of experience in successfully delivering programs for PWD, in tandem with the expertise of our qualified staff and proven success of managing previous State/City

GIA awards, ASH is well-poised to implement this project effectively if awarded State GIA FY2026 funding.

## **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 ASH office is centrally located in the heart of Waikiki at 120 Kalakaua Avenue, Shop AW #5 & #7 at the Princess Ka'iulani Hotel, in close proximity to several major bus lines to offer accessibility to both participants, volunteers and staff. The building, office and restrooms are wheelchair accessible and comply with Federal and State building codes. The office is used to store virtual training equipment and limited essential in-person training materials and equipment. ASH also possesses two equipment vans and a trailer used to transport specialized program equipment to and from our PASHA storage unit at Barbers Point.

Through long-standing partnerships, ASH has access to beaches, ocean, and pools throughout Oahu and on Maui for project related events. We evaluated all sites for safety and accessibility (parking, walkways, restrooms, transfer chairs, etc.), as well as for water conditions. ASH brings its own supplies and equipment to ensure the accessibility for all PWD, such as those with wheelchairs or assisted walking devices. This may include accessible mats, transfer beach chairs to access the water, etc. Some examples of **Beach Parks** that are used for ASH programming include: White Plains, Kualoa Regional, Ala Moana, Pokai Bay, Kuhio Beach Parks and West Maui beaches. Some examples of **pools** used include: Kaneohe, Manoa Valley District Parks, Waialeale Community Park, and The Rehabilitation Hospital of the Pacific.

Current partners that provide program sites include,

- Honolulu Pearl Canoe Club (paddle training)
- Na Kama Kai (ocean safety training collaborations)
- Honolulu City and County Parks and Recreation Department (to secure additional program venues)
- Morale, Welfare Recreation (MWR) and Joint Base Pearl Harbor Hickam

## **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 experience of personnel for the request and shall describe its ability to supervise, train and provide administrative direction relative to the request.

ASH's highly experienced and trained staff ensure safe, inclusive, and empowering aquatic experiences for PWD. Key personnel for this proposed project include:

**Executive Director Cara Short** oversees five highly experienced staff members and two contractors. Short joined ASH in 2014 and was awarded the Pacific Business News (PBN) Leadership Award in 2019 in recognition of her significant contribution to communities and nonprofit leadership in Hawai'i. From 2012 – 2014, Short served as the ASH Program Coordinator responsible for overseeing and executing program operations, volunteers and adaptive equipment. Along with the Training and Innovation Specialist, Short has been an advisor for organizations around the world providing accessibility, water sports programs and competitions for PWD and has assisted in developing a competitive athlete classification system.

**Ann Yoshida, CRC, OTD**, has served as the **ASH Training and Innovation Specialist** since 2017. She holds a masters OTD in Occupational Therapy from Pacific University; a masters in Rehabilitation Counseling from Utah State University; and a BS in Speech Pathology & Audiology from University of Hawai'i. From 2011-2015, Yoshida was a Professor of Social Welfare/Special Education/Occupational Therapy at Far East University. In 2019, Yoshida earned the Hawai'i Waterman Hall of Fame Title in recognition of her significant contributions to ocean sports, as well as international, national and local accomplishments.

**Angela Atkins** has been with ASH since 2022, serving as the **Operations Director**. From 2012 – 2022, Atkins was a tenured Physical and Health Education teacher and coach at Niu Valley Middle School in Aina Haina. She holds a Hawai'i Physical Education K-12/ Hawai'i Health Education 7-12 teaching license. Atkins holds a Master of Public Health in Social and Behavioral Health Sciences from University of Hawai'i at Manoa and a Bachelor of Science in Movement and Sports Studies, with a focus on Physical Education and Health Studies from Springfield College.

**Simone Schmid** began her tenure at ASH as a volunteer in 2010 and transitioned to staff as the **Grant Manager/Evaluator** in 2019. In collaboration with the University of Hawai'i at Manoa, Schmid jointly evaluated ASH's impact on participants' benefits, ability to assess community need during COVID-19, and program sustainability. Simone holds a PhD in Public Health, and has master's degrees in Physical Activity and Health, and Public Health. Schmid, in conjunction with Executive Director Cara Short, co-authored and published a Pilot Program Evaluation in 2019: Physical Activity & People with Disabilities – A Qualitative Process and Outcome Pilot Evaluation of the Nonprofit Organization AccesSurf Hawai'i. Schmid has published three additional studies in 2021 related to Program Evaluation of AccesSurf Hawai'i, an adaptive surf, swim and canoe program for people with disabilities.

**Communications Coordinator Shaina Bachstein** began as a volunteer in 2016 and currently serves as a part-time staff member responsible for external communications, including social media for ASH. Bachstein has a BA in Child and Adolescent Development and Psychology from Point Loma Nazarene University.

**Program Administrator Russell James Kim** has been with ASH since 2016, starting as a Wounded Warrior Day at the Beach volunteer. Kim supports ASH IT program needs and is an American Red Cross certified lifeguard, as well as holds certifications in First Aid, CPR and AED. From 2014 to 2018, he was the NCI Inc./Agile Defense Field Service Engineer at Hickam AFB. Kim has been an ASH Water Safety Key Leader/Member of Leadership Committee, a member of the Adaptive Surf Team Honolulu, Hawai'i and a Volunteer/Water Safety/Athlete Assistant. Kim will be in charge of IT and ASH internal organization.

**Program Coordinator Gabriel Ruiz** earned a bachelor's degree in Recreation and Parks Management with a minor in Leadership Studies from Frostburg State University, where he also worked as a raft guide, bicycle mechanic, rescue kayaker, and lifeguard in 2014. After moving to Honolulu, he learned to surf and joined AccesSurf Hawai'i as a volunteer in 2015. While working as a surf instructor in Waikiki, Ruiz fell in love with sailing, eventually working his way up through catamarans and fishing boats to become a Coast Guard certified Captain. Ruiz joined the staff of AccesSurf in 2019 and was an integral part of the team during the Covid pandemic. In 2021, he went back to school to get an Emergency Medical Technician certificate from Kapiolani Community College. Ruiz rejoined the staff of AccesSurf in 2024 as the Program Coordinator.

**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 attached Organization 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.

<u>Position Title</u>	<u>Salary Range</u>
Executive Director (FT)	\$90,000
Operations Director (FT)	\$79,040
Program Evaluator (PT)	\$60,840

**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.



This does not apply.

## **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.

This does not apply.

## **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.

This does not apply.

## **4. Future Sustainability Plan**

The applicant shall provide a plan for sustaining after fiscal year 2026 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2026, but
- (b) Not received by the applicant thereafter.

ASH sustains operations through three key revenue streams: donations, fundraisers, and grants. Grant funding, particularly from government sources like State and City Grant-in-Aid programs, has been crucial for ASH, especially in the post-pandemic period. ASH is actively building its capacity to pursue additional grant opportunities over the next two years, with plans to position the team for federal funding in the coming year while increasing requests to private foundations and individual donors.

Advancing and broadening access to adaptive aquatic programs will require the support of philanthropic partners who are willing to invest in the mission and vision of ASH. With limited adaptive aquatic programs available in Hawai'i, PWD and their families are looking for ways to empower their loved ones through specialized equipment and staff. Since all ASH programs are available to PWD free of charge, we must raise funds annually to support core programs and events, including funding for training of staff and volunteers in adaptive techniques, safety measures and communication strategies to work with PWD. State GIA funding would enable ASH to continue expanding access to transformative programs for PWD through more comprehensive training of volunteers, fostering financial resilience beyond the grant period.

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2025 to June 30, 2026

Applicant: AccesSurf Hawai'i, Inc.

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	\$350,000	\$0	\$0	\$40,000
2. Payroll Taxes & Assessments	\$57,050	\$0	\$0	\$6,520
3. Fringe Benefits	\$43,750	\$0	\$0	\$5,000
<b>TOTAL PERSONNEL COST</b>	<b>\$450,800</b>	<b>\$0</b>	<b>\$0</b>	<b>\$51,520</b>
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island	\$5,000	\$0	\$0	\$0
2. Insurance	\$10,000	\$0	\$0	\$0
3. Lease/Rental of Equipment	\$0	\$0	\$0	\$0
4. Lease/Rental of Space	\$30,000	\$0	\$0	\$0
5. Staff Training	\$4,320	\$0	\$0	\$0
6. Supplies & Equipment	\$24,000	\$0	\$0	\$20,000
7. Telecommunication (Phone & Internet)	\$1,500	\$0	\$0	\$0
8. Utilities	\$0	\$0	\$0	\$0
9. Computer & Software	\$5,000	\$0	\$0	\$0
10. Auto Expenses & Parking	\$5,000	\$0	\$0	\$0
11. Outside Services	\$10,000	\$0	\$0	\$40,000
12. Program Meals	\$4,380	\$0	\$0	\$14,000
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>\$99,200</b>	<b>\$0</b>	<b>\$0</b>	<b>\$74,000</b>
<b>C. EQUIPMENT PURCHASES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>D. MOTOR VEHICLE PURCHASES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>E. CAPITAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL (A+B+C+D+E)</b>	<b>\$550,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$125,520</b>
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	\$550,000	<div style="display: flex; justify-content: space-between;"> <div>Cara Short</div> <div>808-748-1820</div> </div>		
(b) Total Federal Funds Requested	\$0	<div style="display: flex; justify-content: space-between;"> <div>Name (Please type or print)</div> <div>Phone</div> </div>		
(c) Total County Funds Requested	\$0	<div style="display: flex; justify-content: space-between;"> <div><i>Cara Short</i></div> <div>January 15, 2025</div> </div>		
(d) Total Private/Other Funds Requested	\$125,520	<div style="display: flex; justify-content: space-between;"> <div>Signature of Authorized Official</div> <div>Date</div> </div>		
<b>TOTAL BUDGET</b>	<b>\$675,520</b>	<div style="display: flex; justify-content: space-between;"> <div>Cara Short, Executive Director</div> <div></div> </div> <div style="display: flex; justify-content: space-between;"> <div>Name and Title (Please type or print)</div> <div></div> </div>		

To date, \$100,000 has been committed toward this project through a grant from the Craig H. Neilsen Foundation.

## BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2025 to June 30, 2026

Applicant: AccesSurf Hawai'i, Inc.

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Communications Coordinator	0.5	\$27,664.00	100.00%	\$ 27,664.00
Program Administrator	1	\$58,144.00	100.00%	\$ 58,144.00
Executive Director	1	\$90,000.00	80.00%	\$ 72,000.00
Operations Director	1	\$79,040.00	100.00%	\$ 79,040.00
Grant Manager/Program Evaluator	0.3	\$60,840.00	50.00%	\$ 30,420.00
Program Coordinator	1	\$54,080.00	100.00%	\$ 54,080.00
Trainer/Innovation	0.25	\$19,760.00	100.00%	\$ 19,760.00
Admin Assistant	0.5	\$17,784.00	50.00%	\$ 8,892.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				350,000.00
<b>JUSTIFICATION/COMMENTS:</b> State GIA funds would support the salaries/wages and other related costs of key personnel integral to accomplishing the Goals and Objectives of this project over 12 months.				

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2025 to June 30, 2026

Applicant: AccesSurf Hawai'i, Inc.

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, 2025 to June 30, 2026

Applicant: AccesSurf Hawai'i, Inc.

FUNDING AMOUNT REQUESTED - Not Applicable						
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:2023-2024	FY:2024-2025	FY:2025-2026	FY:2025-2026	FY:2026-2027	FY:2027-2028
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
<b>TOTAL:</b>						
JUSTIFICATION/COMMENTS:						

## GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: AccesSurf Hawai'i, Inc.

Contracts Total: \$416,000

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	State GIA	02/01/2025 - 01/31/2026	Office of Community Services	State	\$116,000
2	City GIA	10/07/2024 - 10/06/2025	Department of Community Services	Honolulu	\$150,000
3	State GIA	12/01/2023 - 02/29/2024	Office of Community Services	State	\$150,000
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## Organizational and Management Structure: AccesSurf

### Board of Directors

Strategic and organizational planning, fiduciary oversight and financial management, quality assurance of organization programs and services, assessment of organizational needs and evaluation of staff and board performance.

### Executive Director (1 FTE)

Strategic planning, guidance and leadership. Oversees all staff and volunteer. Maintains budget oversight. Fundraising and development Reports to the Board .

### Operations Director (1 FTE)

Manages staff and volunteers. Oversees all operations directly related to programs. Assist with fundraising and administrative duties. Outreach and Internship programs

### Grant Manager & Program Evaluator (0.5 FTE)

Grant strategy &,tracking. Creation & implementation of Data Monitoring & Program Evaluation Systems & Analyses. Strategic planning.

### Program Implementation and Quality Assurance

#### Program Admin (1 FTE)

Data tracking & program registrations. Admin & IT support for programs. Website. Supports grants and report.

#### Program

#### Coordinator (1 FTE)

Execute program logistics. Including program expansions training Equipment: maintenance/inventory

#### Communications

#### Coordinator (0.5 FTE)

Oversee all marketing communications. Create external collateral/outreach. Merchandise. Website

#### Program

#### Administrative

#### Assistant (0.5 FTE)

General administration. Emails, program, inventory etc

#### Training &

#### Innovation

#### (0.5 FTE)

Creates & oversees all program training, participant profiling, equipment innovation

**Paid staff &  
Subcontractors**

**Leadership  
Volunteers**

**Program Volunteers**

## Organizational and Management Structure: AccesSurf

### Subcontractors:

#### Marketing/Event

Special event coordination.  
Market/PR strategy

#### Program

##### Coordinator Maui

Execute program logistics.  
For Maui based  
programs.

#### Administrative & Data Support

Assisting with data  
tracking and IT/Website

#### Grant Writer

Grant acquisition.  
Supports Grant Manager

#### Clinic Leads

Working with PC to  
coordinate all logistics for  
clinics (swim)

#### Program Administrative support

Assisting with grant  
reporting/deliverables  
Program evaluation

#### PR/Marketing

Marketing and PR  
strategy and execution

### Leadership Committee (24)

Operational support for all programs/events.  
Program policy and procedure including program structure, training, equipment and safety

#### Key Leaders for programs

Each of the clinic & programs areas have 7 Key  
Leaders with staff to oversee all logistics

#### Clinic Coaches & Leads

*Help organize and implement clinic days. Coaches  
for participants, help with goal setting and  
evaluation. Support volunteer trainings.  
Leads oversee organization and implementation of  
clinic days (surf, swim, canoe)*

### Volunteer Community (400-900)

Representative of community members, with age, gender and ethnicities mix.  
Volunteers undertake a variety of roles according to their preferences and particular strengths – surf and swim, check in, food, equipment, transfers, water safety, volunteer support, merchandise, recording, promoting, fundraising and event planning. [They receive at minimum a general Training and Tasks specific instruction.]  
*1 to 14 year commitment (continuous, sporadic, new)*