

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


AUTHORIZED SIGNATURE

Sanoë Marfil, Chief Executive Officer
PRINT NAME AND TITLE

January 10, 2025
DATE

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:

Institute for Native Pacific Education and Culture

Amount of State Funds Requested: \$400,000.00

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

Through this funding, INPEACE seeks to expand access to our Center 4 Entrepreneurship program's 'Ōpio Ventures, enabling more families on the Wai'anae Coast to gain the skills, resources, and confidence necessary to break the cycle of poverty and contribute to the long-term vitality of their communities.

Amount of Other Funds Available:

State: \$

Federal: \$

County: \$

Private/Other: \$

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

\$4,965,176.00

Unrestricted Assets:

\$5,812,311.48

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:

91-1010 Shangrila St., Suite 306

City:

Kapolei

State:

HI

Zip:

96707

Contact Person for Matters Involving this Application

Name:

Sanoe Marfil

Title:

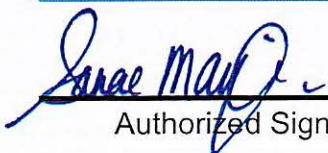
Chief Executive Officer

Email:

sanoem@inpeace.org

Phone:

(808) 693-7222


Authorized Signature

Sanoe Marfil, Chief Executive Officer
Name and Title

January 10, 2025
Date Signed



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: INSTITUTE FOR NATIVE PACIFIC EDUCATION AND CULTURE

Issue Date: 01/07/2025

Status: **Compliant**

Hawaii Tax#: 20486006-01

New Hawaii Tax#:

FEIN/SSN#: XX-XXX5193

UI#: XXXXXX2890

DCCA FILE#: 96944

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 REVISD STATUTES**

The undersigned authorized representative of the applicant certifies the following:

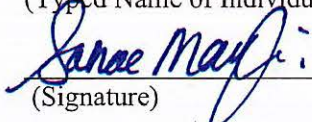
- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide 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.

Institute for Native Pacific Education and Culture (INPEACE)

(Typed Name of Individual or Organization)



(Signature)

Sanoe Marfil

(Typed Name)

January 10, 2025

(Date)

Chief Executive Officer

(Title)



INPEACE

INSTITUTE FOR
NATIVE PACIFIC
EDUCATION
AND CULTURE

**PUBLIC PURPOSE
APPLICANTS FOR GRANTS PURSUANT TO
SECTION 42F-102, HAWAI'I REVISED STATUTES**

The Institute for Native Pacific Education and Culture (INPEACE) certifies the funds awarded will be used for the public purpose pursuant to Section 42F-102. Our mission is to improve the quality of life for Native Hawaiians through community partnerships that promote educational opportunities and promote self-sufficiency. The public purpose of this grant is to expand INPEACE's 'Ōpio Business Program, a successful initiative empowering youth aged 10-17 and their families from single-headed households on the Wai'anae Coast and Kapolei. By providing culturally grounded workshops, mentorship, and hands-on business experiences, the program equips participants with tools to achieve economic stability, strengthen family bonds, and build pathways for long-term success. The cost and budget for this grant is \$400,000.

Further, the undersigned authorized representative certifies that this statement is true and correct to the best of the applicant's knowledge.

Institute for Native Pacific Education and Culture (INPEACE)

Typed Name of Individual or Organization

Sanoe Marfil
Signature

1.10.25

Date

Sanoe Marfil
Typed Name

Chief Executive Officer
Title

II. Background and Summary

1. Description of the applicant's background

Founded in 1994, INPEACE is a 501(c)(3) nonprofit dedicated to improving the quality of life for Native Hawaiians through culturally grounded education and economic empowerment. Headquartered in Kapolei, Oahu in Hawaii, INPEACE serves low-income communities, particularly the Waianae Coast. For 30 years, INPEACE has been a leader in addressing critical community needs, focusing on **Early Learning and School Readiness, Educational Equity and Teacher Development, and Family Economic Capacity Building**. Guided by its mission, INPEACE empowers individuals and families to achieve long-term success, fostering cultural pride and economic resilience within Native Hawaiian communities.

2. Goals and Objectives

The goal of this funding request is to expand INPEACE's 'Ōpio Business Program, a successful initiative empowering youth aged 10-17 and their families from the Waianae Coast and Kapolei. By providing culturally grounded workshops, mentorship, and hands-on business experiences, the program equips participants with tools to achieve economic stability, strengthen family bonds, and build pathways for long-term success.

The program's first cohort, completed in 2023, demonstrated its impact:

- **14 youth and their families participated** in a six-month program combining workshops, personalized coaching, and huaka'i (field trips).
- **100% of youth participants** reported increased confidence as entrepreneurs and improved understanding of business operations.
- **75% of participants** achieved milestones such as refining business plans and launching products or services.
- The **Holiday Pop-Up Market** provided real-world experience, allowing participants to market products, expand networks, and engage with the community.

The program's two-generational approach also strengthened family collaboration:

- Parents and grandparents actively participated in workshops, with **100% reporting a better understanding of resources** to support their youth.
- Families collaborated on business goals, fostering intergenerational learning and economic growth.

Despite Hawaii's entrepreneurial potential—where **30% of business owners are under 40, surpassing the national average**¹—Youth in underserved areas face significant barriers, including limited access to financial literacy, mentorship, and start-up resources. According to Dr. Guanlin Gao, a professor of economics and director of the Economic Education Center for Excellence at Chaminade University, **nearly 7 in 10 Hawaii residents are considered "financially unhealthy," with approximately 59% of Hawaii families reporting financial**

¹ 30.0% of Hawaii Business Owners Are Under 40, Above U.S. Average - Simply Business - Dec 11, 2024

struggles. Furthermore, while 21 states require high school students to complete a personal finance or financial literacy course, Hawaii isn't one of them."² These challenges disproportionately affect youth in areas like the Waianae Coast, where systemic inequities further limit opportunities for entrepreneurial education and growth. *The U.S. Census Bureau highlights the significant economic disparities within Waianae, where 17% of the population lives below the poverty line, underscoring the profound challenges facing the community and the critical need for targeted support.*³ This program addresses those gaps by providing targeted support to families who need it most.

With this funding, INPEACE will expand the program to:

- **Deliver a 10-part workshop series to 10-15 youth annually**, covering financial literacy, branding, and business planning.
- Offer **mentorship opportunities** with local entrepreneurs to provide hands-on guidance and inspiration.
- Incorporate additional **field trips** to connect participants with successful businesses and Hawaiian cultural insights.
- Host **community showcases and markets** to give youth practical experience and visibility.

Anticipated Outcomes

- **Youth and Family Engagement:** 90% of participants will complete the program with improved entrepreneurial skills, and 85% of families will actively collaborate on business milestones.
- **Business Development:** Support in the development of 9-12 youth-led businesses annually, with participants working towards critical milestones such as goal setting, business plan template, product development and market entry.
- **Skill Building:** 85% of participants will report measurable improvements in financial literacy, including budgeting and revenue tracking.
- **Community Impact:** Host one community market annually, engaging 200 community members to support youth businesses and local economic activity.

By addressing systemic barriers and fostering entrepreneurship, the 'Ōpio Business Program empowers youth and families to drive economic change while preserving cultural values. With State support, INPEACE will ensure that underserved families on the Waianae Coast and Kapolei are equipped to build thriving, resilient communities.

3. Public Purpose and Need to be Served

The 'Ōpio Business Program reflects INPEACE's unwavering commitment to helping families achieve self-sufficiency, no matter how long the journey takes. This program provides youth and their families with the skills, guidance, and support needed to break cycles of economic hardship and build sustainable futures. INPEACE goes beyond simply offering resources—it walks

² [Economic Center for Excellence: Providing Financial Literacy Resources](#)

³ United States Census Bureau 2025

alongside participants, ensuring that every family receives the ongoing mentorship and encouragement necessary to reach their goals.

Recognizing the complex challenges faced by underserved communities, the program integrates workshops, personalized coaching, mentorship, and hands-on experiences to meet families where they are and guide them step by step. Families are not only taught concepts; they are supported in applying them, navigating obstacles, and achieving milestones. This patient, tailored approach demonstrates INPEACE's commitment to seeing families succeed, no matter the time or effort required.

At its heart, the program is about more than economic outcomes—it's about fostering resilience, strengthening family bonds, and preserving cultural identity. By grounding the learning experience in Hawaiian values, the program empowers youth to lead while engaging families in a shared journey of growth and achievement. The result is not only stronger individual families but a ripple effect that benefits the broader community through economic stability and cultural pride.

INPEACE's dedication to fulfilling its mission shines through its work. The 'Ōpio Business Program is a testament to the organization's belief that every family deserves the opportunity to thrive—and its willingness to go the distance to ensure they do.

4. Target population

The target population for this funding request comprises youth and families in low-income communities on the Waianae Coast, a region with some of the highest poverty rates in Hawaii. This area, *home to approximately 50,000 residents, is characterized by significant economic challenges⁴, including a 17% poverty rate for families with children, an unemployment rate above the state average⁵, and limited access to financial resources. Native Hawaiians, who make up 61% of the population, are disproportionately impacted by these systemic inequities.⁶*

Waianae Coast faces unique barriers to economic self-sufficiency, including higher rates of financial instability, limited access to business development opportunities, and the challenges posed by Hawaii's high cost of living. Factors contributing to this include elevated housing expenses, food prices, and utilities. A 2023 report by GoBankingRates highlighted that *Hawaii has the highest cost of living in the United States, with total annual expenditures averaging \$131,560—23% higher than Massachusetts, the state with the second-highest cost of living at \$106,897⁷*. This significant cost difference, driven by elevated housing, utilities, groceries, and transportation prices, exacerbates economic challenges for households on the Waianae Coast.

The 'Ōpio Ventures program focuses on serving youth aged 10-17 from these households, engaging them alongside their parents in a two-generational approach to business development. By addressing the needs of families facing economic insecurity, the program provides a pathway to entrepreneurial success, equipping participants with culturally relevant tools to build and

⁴ https://worldpopulationreview.com/us-cities/hawaii/waianae?utm_source=chatgpt.com

⁵ U.S. Census Bureau

⁶ [World Population Review](#)

⁷ 2023 report by GoBankingRates.com

sustain small businesses. This approach fosters economic resilience while strengthening the cultural identity and engagement of Native Hawaiian families.

Through this funding, INPEACE seeks to expand access to ‘Ōpio Ventures, enabling more families on the Waianae Coast and Kapolei to gain the skills, resources, and confidence necessary to break the cycle of poverty and contribute to the long-term vitality of their communities.

5. Geographic Coverage

This funding request encompasses the Waianae Coast and Kapolei areas of West Oahu, regions that hold deep cultural significance and are home to vibrant Native Hawaiian communities. These areas face enduring economic and social challenges, including limited access to entrepreneurial resources, financial literacy programs, and sustainable economic opportunities.

The Waianae Coast, with its unique identity and strong sense of community, experiences some of the highest poverty rates in Hawaii. Many single-headed households in this region lack the support structures needed to achieve economic stability, making them a key focus of the program. INPEACE’s culturally informed approach ensures that services are delivered directly within the community, using trusted and familiar locations to engage participants and foster meaningful connections.

Kapolei, as a rapidly growing economic hub, complements the focus on the Waianae Coast by offering participants exposure to broader markets, networks, and mentorship opportunities. Integrating program activities in Kapolei allows youth and families to tap into emerging opportunities while maintaining a strong connection to their cultural roots.

This targeted geographic approach reflects INPEACE’s commitment to meeting communities where they are and addressing their specific needs. By providing access to entrepreneurial education and resources tailored to the cultural and economic realities of West Oahu, the program empowers families to overcome systemic barriers, fostering economic self-sufficiency while preserving and celebrating Hawaiian values and identity.

III. Service Summary and Outcomes

1. Scope of Work, Tasks and Responsibilities

Scope of Work

The program delivers a comprehensive learning experience designed to equip participants with the tools needed to build sustainable businesses and achieve financial independence. Key program components include:

- **Workshops:** A **10-part series** covering financial literacy, branding, business planning, and market analysis. Sessions accommodate **20-25 youth and family members** annually, fostering collaboration and inclusivity.

- **Coaching: Individualized one-on-one sessions** tailored to help participants refine their business ideas, overcome challenges, and achieve milestones such as business plan development or product launches.
- **Mentorship: Partnerships with local entrepreneurs** who provide real-world guidance and help participants navigate the complexities of business ownership.
- **Field Trips (Huaka'i):** Immersive visits to successful businesses, demonstrating the intersection of Hawaiian cultural values and modern entrepreneurship.
- **Community Events: One annual market** or showcases where participants present and sell their products, gaining hands-on business experience and building confidence.

Tasks

1. Deliver Workshops

Workshops form the foundation of the program, offering practical, engaging sessions designed to inspire entrepreneurial thinking while teaching essential business concepts. The workshops ensure participants gain actionable tools to succeed.

2. Provide Individual Coaching

Personalized coaching sessions address the unique needs of each participant. Coaches guide participants in refining their business ideas, tackling obstacles, and achieving critical milestones.

3. Facilitate Mentorship

Participants are paired with experienced entrepreneurs who offer insights and guidance on navigating real-world challenges. Mentors foster professional connections and help participants apply learned concepts.

4. Organize Field Trips

Huaka'i provide immersive learning opportunities where participants observe successful businesses and explore how cultural values align with entrepreneurial principles.

5. Host Community Events

The program culminates in two annual showcases, allowing participants to market and sell their products, refine their sales strategies, and engage directly with the community.

Responsibilities

- **Program Director:** Oversees all program components, ensuring alignment with goals and successful implementation. The director manages collaborations with mentors, community partners, and stakeholders, ensuring activities run smoothly and outcomes are met.
- **Coaches and Facilitators:** Deliver workshops, provide consistent coaching, and support participants in achieving their goals. Their guidance ensures steady progress throughout the program.
- **Mentors:** Offer practical advice, share personal entrepreneurial experiences, and build meaningful connections with participants to enhance their learning.

- **Community Partners:** Contribute resources, opportunities, and expertise, enriching the program and expanding participants' professional networks.

2. Outcomes – Projected Annual Timeline

This timeline accounts for potential delays in fund release, ensuring flexibility and readiness to implement services as soon as funding becomes available. Each phase is designed to achieve measurable outcomes, maintain participant engagement, and ensure the program's alignment with its goals of fostering economic growth and cultural resilience among disadvantaged microentrepreneurs.

Timeframe	Activity	Deliverable/Outcome
July – September 2025	Program Preparation	<ul style="list-style-type: none"> - Finalize curriculum for the 10-part workshop series. - Recruit youth and their families from households. - Confirm partnerships with mentors, local businesses, and community organizations. - Plan and schedule huaka'i (field trips) and community markets.
Outcome: Program is ready to launch, with participants and partnerships secured.		
October – December 2025	Workshops and Coaching Begin	<ul style="list-style-type: none"> - Deliver the first 4 workshops covering financial literacy, branding, and business planning. - Begin monthly one-on-one coaching sessions for all participants. - Match participants with mentors to initiate guided learning.
Outcome: Participants gain foundational knowledge in entrepreneurship and financial skills.		
January – March 2026	Mid-Program Implementation	<ul style="list-style-type: none"> - Conduct the next 4 workshops focusing on market analysis, budgeting, and product development. - Facilitate field trips to local businesses for hands-on learning. - Continue coaching and mentorship, tracking progress on business milestones.
Outcome: Participants refine business plans and achieve key milestones such as product creation.		
April – June 2026	Culmination and Community Engagement	<ul style="list-style-type: none"> - Deliver the final 2 workshops, focusing on preparing for market entry and public engagement. - Host one community market where participants showcase and sell products.
Outcome: Participants gain real-world experience, complete business milestones, and provide feedback for program improvement.		

3. Quality Assurance and Evaluation

INPEACE employs a comprehensive approach to quality assurance and evaluation to ensure the effectiveness of its programs and continuous improvement of outcomes. For the Center for Entrepreneurship (C4E), the following strategies will be implemented:

Monitoring and Evaluation Methods		
Category	Plan/Method	Details
Monitoring and Evaluation	Data Collection and Tracking	- Track participant intake, milestones (business plans, funding, and marketing), and engagement in workshops, peer discussions, and coaching sessions.
	Performance Indicators	-Track revenue growth, customer acquisition, and milestone completion, with 60% of participants improving key metrics by year-end.
	Feedback Mechanisms	- Pre- and post-workshop evaluations gather feedback on content delivery and satisfaction. - Surveys and focus groups provide insights to identify areas for program enhancement.
	Centralized Database Management	- A centralized database is used for efficient data collection, storage, and reporting, with a Data Outcomes Specialist ensuring alignment with program goals.
Continuous Improvement	Regular Review Cycles	- Monthly staff meetings address challenges and make course corrections, while quarterly reviews integrate participant feedback to improve program delivery.
	Community and Partner Engagement	- Input from the Community Advisory Committee (CAC) and local partners informs adjustments and aligns services with participant and community needs.
	Adaptive Program Design	- Workshops are adapted to participant progress and trends, with virtual and hybrid options enhancing accessibility.
Outcome Reporting	Quarterly Reports	- Summarize participant progress, milestone achievements, and program impact for funders and stakeholders to ensure transparency and accountability.
	Annual Evaluation	- A comprehensive report evaluates program success, incorporating milestone completion, revenue growth, participant surveys, and community feedback.
Sustainability and Scalability	Evaluation for Strategic Planning	- The evaluation process informs planning for future cohorts and identifies opportunities for program expansion.

	Partnership and Resource Strengthening	- Insights from evaluation help strengthen partnerships, optimize resource allocation, and improve program delivery.
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4. Measures of Effectiveness

To ensure transparency and accountability, INPEACE will report the following measures of effectiveness to the State agency. These metrics provide a clear, objective assessment of the program's achievements and outcomes. Adjustments will be made proportionally if the level of appropriation differs from the requested amount.

Participant Engagement and Completion	<ul style="list-style-type: none"> • Target: Serve 10-15 youth annually, with 90% completing the program. • Data Measured: Attendance and engagement data from workshops, coaching sessions, and mentorship activities.
Business Development	<ul style="list-style-type: none"> • Target: Prepare 9-12 youth-led businesses annually for launch.. • Data Measured: Verified documentation of business registration, product development, and market entry.
Skill Development	<ul style="list-style-type: none"> • Target: 85% of participants demonstrate improved financial literacy and entrepreneurial skills. • Data Measured: Pre- and post-program surveys assessing budgeting, credit understanding, and business planning.
Family Collaboration	<ul style="list-style-type: none"> • Target: 85% of families actively participate in workshops and planning, fostering intergenerational growth. • Data Measured: Surveys and feedback from coaches evaluating family involvement.
Community Engagement	<ul style="list-style-type: none"> • Target: Host one community markets annually, with 80% of participants showcasing products. • Data Measured: Event attendance, participant evaluations, and sales data.
Mentorship	<ul style="list-style-type: none"> • Target: Pair 90% of participants with mentors, with 75% reporting positive outcomes. • Data Measured: Mentor and participant feedback.
Long-Term Sustainability	<ul style="list-style-type: none"> • Target: 60% of youth-led businesses sustained one year post-launch. • Data Measured: Follow-up surveys and milestone tracking.

Quarterly and annual reports will summarize these metrics, highlighting progress, lessons learned, and areas for improvement. Adjustments will be communicated to the State agency as needed to align with funding levels.

IV. Financial Budget

1. Budget

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.

Budget request by source of funds – **Please see Attachment A**

Personnel salaries and wages – **Please see Attachment B**

Equipment and motor vehicles – **Please see Attachment C**

Capital project details – **Please see Attachment D**

Government contracts, grants, and grants in aid – **Please see Attachment E**

Personnel: See Budget Forms Page 6 for Personnel info.

Payroll Taxes: Includes FICA, Medicare, SUTA (1.85%), Workers' Comp (1.51%), and Temporary Disability Insurance (1.06%). Total: \$23,173.

Fringe: Retirement (5%), and Medical Insurance @ \$650 per month. Total: \$36,119.

Airfare, Inter-Island: Airfare for participants to attend events and program activities. 6 trips @ \$200 per airfare. Total: \$1,200.

Insurance: Annual premium for several insurance policies, namely, general liability insurance, professional insurance, and property insurance. \$200 per month. Total: \$2,400.

Lease/Rental of Space: Office will be utilized for program implementation, staff work, and meeting space/workshops for staff and participants. All staff and participants will have access to large copy machines, computers, etc. to facilitate the needs of their program and disseminate information to the community. Participants will have access to co-working space, privacy hubs, and business machines and equipment such as copy machines, laminators, cameras, other content creation machines, etc. \$4,175 x 12 months. Total: \$50,100.

Staff Training: For the purpose of professional development in entrepreneurship and sharing the Center for Entrepreneurship model at conferences such as the Global Entrepreneurship Summit and the World Indigenous Business Forum. \$1,000 per conference fee x 3 conferences. Total: \$3,000.

Supplies: (1) Office Supplies: Anticipated supplies for general office use for program: computer printing paper; ink; writing tablets; pens and pencils; staples; calculators; binders; file folders; label makers; and other general office expenses. Approx. \$300 per month x 12 months = \$3,600. (2) Meeting/Workshop Supplies: In the Native Hawaiian culture, providing food for those who come to meetings/workshops shows them that we honor their time and share the same cultural values of providing sustenance for our guests. Includes food (pupu/refreshments) for participants and other materials and supplies for workshops: Holomua Workshop Series (25-30 people) - 10 workshops \$250 per workshop = \$2,500. Continued learning business development workshops and innovative business training (20-30 people) - 4 workshops x \$200 per training = \$800. Business Hui Peer Discussions (10-15 people) - 10 business hui discussions x \$150 per gathering = \$1,500. Pau Hana Fridays (20-50 people) - 3 per year @ \$500 per gathering = \$1,500. Popup

Community Market Event for participants and local vendors to showcase their products and services - Anticipated 500 community members to attend and support 20 local business. Rental of Tent, Tables & Chairs (\$3,000); Music & Sounds (\$800); and Supplies (\$500). Total Meeting: \$10,600. Total Supplies: \$14,200.

Telecommunication: Monthly telephone and Internet charges for office / co-working space. \$402.25 per month x 12 months. (\$4,827)

Airfare, Out-of-State: Travel is required for staff to attend conferences such as the World Indigenous Business Forum and the Global Entrepreneurship Summit. Airfare @ \$1,000 per person x 2 people. (\$2,000)

Per diem/Lodging: Per diem @ \$79 per day (avg. major city via GSA rates) x 3 days x 2 people = \$474. \$59.25 per travel day x 2 days (1st and last) x 2 people = \$237. Total: \$711. Lodging: \$250/night per room x 3 nights = \$750. Total: 1,461.

Transportation: Car Rental @ \$75 per day x 4 days = \$300.

Mileage: Travel by staff is needed for attendance at business meetings, data collection, workshops, and events. 100 miles per month x 12 months x \$0.70 per mile (standard mileage rate per 2025 guidelines) = \$840.

Contractual Services – Admin: Includes database fees for modifications and maintenance (\$3,000); Accounting/Payroll/Legal Fees (\$4,800); Audit Fees (\$3,500); and IT fees for networking, computer, and servers (\$14,400). Total: \$25,700.

Contractual Services – Professional: Training - To provide business related trainings for participants and staff, offer one-on-one coaching, and facilitate networking support and peer working groups, and provide other support for participants as needed. Also includes workshops/trainings on specialty services such as graphic design, website design, business cards, social media marketing/management, QuickBooks, etc. for clients. Approx. \$100 per hour x 125 hours. Total: \$12,500

Publication & Printing: (1) Printing/Copying – For printing of project activities and participant workbooks, curriculum and other project needs. \$225 per month x 12 months. (2) PR Recruitment Efforts – Efforts to recruit new staff members and program participants will be supported by public relations and outreach efforts (brochures, banners, flyers, TV and radio spots, newspaper ads, etc.) @ \$625 per mo. x 12 months. (3) Website Maintenance – For recruitment and employee communications (\$1,500). Total: \$11,700.

Repair & Maintenance: Repair and maintenance for fax machines, printers and other small office equipment. (\$1,500)

Admission Fees: (1) Business Participation Fees - Registration fee stipends for businesses to participate in markets/craft fairs and other events to support them in marketing their products face to face and to provide hands-on experience in bringing their products to market. Avg. \$250 stipend per event fee x 30 event fees. (\$7,500)

Equipment: (1) Computers and software for Word processing, light graphics and data entry work are needed for program staff. \$1,500 per laptop with software including (Microsoft Office, Adobe Professional, etc.) x 3 laptops. (\$4,500) (2) Furniture for C4E co-working space: (a) Interactive Touchscreen Smart Board for program workshops and presentations (\$2,500). (b)

Work tables - mobile/foldable tables for C4E co-working space 2 @ \$500 (\$1,000). (c) Seating/Chairs - 6 @ \$125 avg. (\$750). (d) Shelving: 2 units @ \$375 (\$750), etc. Total: \$5,000.

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

<u>Quarter 1</u>	<u>Quarter 2</u>	<u>Quarter 3</u>	<u>Quarter 4</u>	<u>Total Grant</u>
\$101,610	\$104,371	\$99,260	\$94,759	\$400,000

3. Pending Other Sources of Funding

N/A

4. State and Federal Tax Credits

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.

N/A

5. Government Contracts, Grants, and Grants-In-Aid

See Attached Budget Form - Page 10 Government contracts, grants, and grants in aid.

6. Unrestricted Current Assets as of December 31, 2024.

\$5,812,311.48

V. Experience and Capability

1. Necessary Skills and Experience

INPEACE has the skills, knowledge, and proven experience required to deliver the services outlined in this application. With nearly three decades of experience empowering Native Hawaiian communities, INPEACE has established itself as a leader in culturally grounded programs that foster self-sufficiency and economic stability. The organization's success in implementing entrepreneurship programs, such as the Center for Entrepreneurship (C4E) and the inaugural 'Ōpio Business Program, demonstrates its readiness to expand this initiative to serve more youth and families.

Skills, Abilities, and Knowledge

1. Culturally Relevant Program Design:

- INPEACE integrates Hawaiian values into all program components, ensuring alignment with the cultural identity and needs of the communities served.
- Programs prioritize family engagement, fostering intergenerational learning and collaboration.

2. Entrepreneurship Training and Mentorship:

- a. The organization has delivered comprehensive training in financial literacy, business planning, branding, and market analysis through C4E.
 - b. INPEACE's mentorship programs connect participants with local business leaders to provide real-world insights and professional networking opportunities.
- 3. **Proven Program Implementation:**
 - a. INPEACE employs rigorous planning, execution, and evaluation frameworks to ensure programs achieve measurable outcomes and align with participant needs.
- 4. **Community-Driven Approach:**
 - a. Strong partnerships with local businesses, community organizations, and mentors enhance program delivery and expand resources available to participants.

Relevant Experience (Past Three Years)

- 1. **Center for Entrepreneurship (C4E)2022/2024:**
 - a. **Scope:** Delivered business training and mentorship to over 300 microentrepreneurs, focusing on financial literacy, business strategy, and market readiness.
 - b. **Impact:**
 - i. 82% of participants were Native Hawaiian, with many reporting increased revenue, customer base expansion, and business sustainability.
 - ii. Facilitated access to critical tools, such as microloans and QuickBooks, supporting participants' long-term success.
- 2. **‘Ōpio Business Program (2023/2024):**
 - a. **Scope:** Piloted a youth-focused entrepreneurship program serving 14 youth and their families through workshops, coaching, mentorship, and huaka‘i (cultural field trips).
 - b. **Impact:**
 - i. **100% of participants** reported increased entrepreneurial confidence and understanding of business operations.
 - ii. **75% achieved milestones**, including product launches and business plan development.
 - iii. Culminated in a community showcase where participants gained real-world business experience.
- 3. **Community Markets and Events:**
 - a. **Scope:** Organized recurring events, such as the Holiday Pop-Up Market, providing participants with hands-on business experience.
 - b. **Impact:**
 - i. Enabled participants to market products, engage with customers, and refine sales strategies.
 - ii. Enhanced community engagement and participant visibility.

INPEACE's deep expertise in culturally grounded program design, entrepreneurship training, and community engagement makes it uniquely qualified to expand the ‘Ōpio Business Program. The organization's proven track record, combined with its commitment to fostering economic resilience in Native Hawaiian communities, ensures its capacity to deliver the proposed services effectively and achieve meaningful outcomes.

2. Facilities

INPEACE operates from a well-established main office in Kapolei, which serves as the central hub for its program coordination and administration. The Kapolei facility is fully equipped with office spaces, meeting rooms, and training areas, enabling the organization to efficiently manage the operations of the 'Ōpio Business Program. The facility also provides the necessary infrastructure for program staff to deliver workshops, mentorship coordination, and one-on-one coaching sessions.

In addition to physical spaces, INPEACE integrates virtual platforms for hybrid learning, ensuring accessibility for participants who may face transportation or scheduling barriers. The organization uses these platforms to facilitate workshops, mentorship sessions, and ongoing communication with participants. If additional space is required for the program expansion, INPEACE plans to collaborate with community partners to secure locations that align with the program's objectives and the cultural context of its participants. These plans include exploring long-term agreements with local schools, cultural centers, and businesses that can support program delivery and participant needs.

INPEACE's established facilities, combined with its flexibility and strong community partnerships, ensure that the organization is fully equipped to meet the requirements of this request and provide a supportive, accessible environment for all program participants.

VI. Personnel: Project Organization and Staffing

1. Personnel: Proposed Staffing, Staff Qualifications, Supervision and Training

Sanoe Marfil, will lead the project as Principal Investigator. She is responsible for the overall vision and direction of the statewide Native Hawaiian agency and oversees all programmatic, grant and reporting activities. Sanoe grew up in Wahiawā and Nānākuli where she currently resides with her family. She is a respected leader in her community and has had the opportunity to network with diverse individuals and communities across the United States and globally. Sanoe came to INPEACE as a participating parent. She joined the INPEACE 'ohana in 2006 and worked her way up to her current position as the Chief Executive Officer. Sanoe shares her passion for education and culture and leads the staff in the design and creation of educational programming and activities that instill knowledge, appreciation and skills in academic attainment and Hawaiian cultural practices for professionals, families, and individuals of all ages. Her deep community roots and relationships serve as a solid foundation to her ability to establish community partnerships and collaborations that more effectively serve the community in a holistic manner. (see Attachment F1 for Resume)

Marissa Pico serves as Fiscal and Compliance Officer (FCO). She has a Bachelor of Business Administration in Accounting and has worked for INPEACE since 2005 and has been in her current position as Chief Financial Officer 2008. Under her direction, INPEACE has remained in good standing as a low-risk auditee and has always met reporting deadlines and grant requirements without exception. (see Attachment F2 for Resume)

Joy Stevens will serve as the Logistics & Support Staff (LSS) for this project. The LSS is essential to all aspects of the project and will include execution of the daily responsibilities that may include, but are not limited to, data entry, check requests, purchases, reimbursements, and supply orders to support the rest of the team in ensuring that the program operates smoothly. Joy is Native Hawaiian

born and raised on the Waianae Coast who has been working for INPEACE for 23 years. Before taking on her administrative role for INPEACE, Joy was a parent in our Keiki Steps program, became a Lead Teacher and worked her way to be the Navigator where she supervised 21 staff and 8 early childhood learning centers. She has her Child Development Certificate through Honolulu Community College. (See Attachment F3 for Resume)

Lisa Pakele will serve as the Program Director (PD). The PD is vital for leading the development of the entrepreneurial ecosystem. She is responsible for the overall development, management, and implementation of the program. This includes helping participants organize their ideas for their business, build knowledge to grow and launch innovative businesses and provide access to additional community resources. The PD is responsible for the completion and submission of all grant reports, training, and supervision of staff, facilitating technical assistance collaborations and community partnerships. Lisa has a Bachelor of Arts in Psychology with an emphasis in Hawaiian Language and Culture from the University of Hawai'i at Hilo. Lisa has been with INPEACE since 2002 and in her current position since 2017 with over 7 years of technical assistance. (See Attachment F4 for Resume)

Lahela Aaron will serve as the Program Activities Coordinator (PAC). The PAC Will coordinate the outreach, recruitment, enrollment, and scheduling for the workshops and services. Oversees the day-to-day operations at the C4E co-work space, tracking supplies inventory and submitting supply and equipment request forms, and managing client traffic within the facility. Responsible for providing technical support for workshops, coordinating project events, and maintaining project data. Lahela has an Associate of Science degree in Business Technology and an associate's degree in liberal arts from the University of Hawai'i - Leeward Community College. Lahela is Native Hawaiian and has been working in her current position at INPEACE since 2023. She has over 4 years of experience in administrative support, community outreach and program development. (See Attachment F5 for Resume)

Micki Kauwalu-Key will serve as the Program Assistant (PA). The PA Responsible for assisting participants with paperwork, managing and organizing participant records, and handling program records such as processing and tracking of contracts and payments. Will assist PD to ensure all resources needed to provide direct services for workshops, mentoring and individual coaching are handled seamlessly. Also provides support for all program related activities and events. Micki has a Bachelor of Arts in Art Studio and is a small business owner. Micki came to INPEACE as a participant in our early childhood education programs. She has been with INPEACE since April 2024. (See Attachment F6 for Resume)

2. Organization Chart

The chart which illustrates our multi-purpose organization, and the placement of this request will be included in our attachments (see Attachment G for Organization Chart)

3. Compensation

All salaries in the organization are in compliance with fair compensation laws and regulations for non-profit organizations and are well within the limits of compensation. Salaries are based on experience, degrees, level of responsibility and performance. This is the same policy applied to all positions within the organization and in addition, we have a salary structure that helps

determine pay. We have an annual performance review for every employee in the organization and all pay increases are determined by performance.

Chief Executive Officer - \$135,000.00

Chief Financial Officer - \$90,417.60

Director of Human Resources - \$85,238.40

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.

The Institute for Native Pacific Education and Culture currently does not have any pending litigation.

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.

There are no licensures, accreditations or special qualifications required of INPEACE relevant to this request. However, if we are awarded funding, INPEACE will work through a State of Hawaii licensed Realtor for building acquisition.

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 request will not be used to support or benefit a sectarian or non-sectarian private educational institution.

4. Future Sustainability Plan

INPEACE is committed to ensuring the long-term sustainability of the 'Ōpio Business Program beyond fiscal year 2026, even if grant funding is not renewed. The plan includes a combination of diversified funding sources, strategic partnerships, and revenue-generating activities to maintain and expand the program.

Diversified Funding Sources

- **Foundation and Corporate Grants:** INPEACE will pursue additional grants from foundations and corporate sponsors that align with the program's mission of youth empowerment and economic development.
- **Government Contracts:** Efforts will be made to secure contracts from federal and state programs focused on entrepreneurship, workforce development, and youth engagement.
- **Community Contributions:** The organization will launch targeted fundraising campaigns, engaging community members and supporters to invest in the program's growth.

Strategic Partnerships

- **Local Businesses:** Strengthen relationships with local businesses to provide mentorship, resources, and co-sponsorship of program activities.
- **Educational Institutions:** Partner with schools and universities to integrate entrepreneurship training into existing curriculums, reducing program costs and expanding outreach.
- **Nonprofits and Cultural Organizations:** Collaborate with community-focused organizations to share resources and extend the program's impact.

Revenue-Generating Activities

- **Community Markets:** Expand community markets and showcases, generating income through booth rentals, sponsorships, and sales.
- **Program Fees:** Introduce a sliding-scale participation fee for families who can afford it, ensuring accessibility while contributing to program costs.
- **Merchandising:** Develop branded merchandise or products created by participants, with a portion of proceeds reinvested into the program.

Operational Efficiency

- **Streamlined Program Delivery:** Leverage hybrid learning models to reduce costs associated with in-person workshops and events.
- **Volunteer Engagement:** Recruit skilled volunteers to support program activities, reducing personnel expenses while enhancing community involvement.

5. Long-Term Sustainability Goals

By fiscal year 2027, INPEACE aims to:

- Establish an annual operating budget funded through a mix of grants, partnerships, and revenue-generating activities.
- Strengthen community support through increased visibility and engagement with program outcomes.
- Scale the program to include additional cohorts while maintaining quality and cultural integrity.

This plan ensures that the 'Ōpio Business Program remains viable and impactful beyond fiscal year 2026, regardless of grant funding renewal.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2025 to June 30, 2026

Applicant: _Institute for Native Pacific Education and Culture_

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	191,980			
2. Payroll Taxes & Assessments	23,173			
3. Fringe Benefits	36,119			
TOTAL PERSONNEL COST	251,272			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	1,200			
2. Insurance	2,400			
3. Lease/Rental of Equipment				
4. Lease/Rental of Space	50,100			
5. Staff Training	3,000			
6. Supplies	14,200			
7. Telecommunication	4,827			
8. Utilities				
9. Airfare, Out-of-State	2,000			
10. Per Diem/Lodging	1,461			
11. Transportation	300			
12. Mileage Reimbursement	840			
13. Contractual Services - Administrative	25,700			
14. Contractual Services - Professional	12,500			
15. Publication & Printing	11,700			
16. Repair & Maintenance	1,500			
17. Admission Fees	7,500			
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	139,228			
C. EQUIPMENT PURCHASES	9,500			
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	400,000			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	400,000	Marissa Pico 808-693-7222		
(b) Total Federal Funds Requested	0	Name (Please type or print) Phone		
(c) Total County Funds Requested	0	<i>Sanoe Marfil</i> 1.10.26		
(d) Total Private/Other Funds Requested	0	Signature of Authorized Official Date		
TOTAL BUDGET	400,000	Sanoe Marfil, CEO Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2025 to June 30, 2026

Applicant: _Institute for Native Pacific Education and Culture_

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Principal Investigator 0.10 FTE	0.1	\$150,000.00	10.00%	\$ 15,000.00
Program Director 1.0 FTE	1	\$75,300.00	100.00%	\$ 75,300.00
Project Activities Coordinator 1.0 FTE	1	\$39,520.00	100.00%	\$ 39,520.00
Program Assistant 0.50 FTE	0.5	\$20,280.00	100.00%	\$ 20,280.00
C4E Bookkeeping Specialist 0.15 FTE	0.15	\$10,320.00	100.00%	\$ 10,320.00
Data Specialist 0.25 FTE	0.25	\$47,840.00	25.00%	\$ 11,960.00
Fiscal & Compliance Officer 0.10 FTE	0.1	\$92,000.00	10.00%	\$ 9,200.00
Logistics & Support Staff 0.25 FTE	0.25	\$41,600.00	25.00%	\$ 10,400.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				191,980.00
JUSTIFICATION/COMMENTS:				
(1) Principal Investigator (0.10 FTE): Authorized representative for the funder and is responsible for overall guidance of the program, ensuring all grants, partnerships, cooperative agreements, training contracts and that other sponsored programs have fulfilled their obligations. Other duties include: serving as the Board's representative and ensuring compliance from respective departments; providing regular reports to the INPEACE Board, overseeing target indicator progress and longitudinal tracking; and overseeing the overall development of the program. To be continued on Page 2.				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2025 to June 30, 2026

Applicant: _Institute for Native Pacific Education ar

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Laptops	3.00	\$1,500.00	\$ 4,500.00	4500
Interactive Touchscreen Smart Board	1	\$2,500.00	\$ 2,500.00	2500
Work Table	1	\$1,000.00	\$ 1,000.00	1000
Chairs (Seating)	2	\$375.00	\$ 750.00	750
Shelving	2	\$375.00	\$ 750.00	750
TOTAL:	9		\$ 9,500.00	9,500

JUSTIFICATION/COMMENTS:

(1) Computers for program staff. \$1,500 per laptop with software (Microsoft Office, Adobe Pro, etc.) x 3 laptops. See Narrative for more.

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: _Institute for Native Pacific Education

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:2023-2024	FY:2024-2025	FY:2025-2026	FY:2025-2026	FY:2026-2027	FY:2027-2028
PLANS	0					
LAND ACQUISITION	0					
DESIGN	0					
CONSTRUCTION	0					
EQUIPMENT	0					
TOTAL:	0					
JUSTIFICATION/COMMENTS:						
Not Applicable						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AIDApplicant: Institute for Native Pacific Education and Culture

Contracts Total: 30,517,940

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	Waiwai Grant	7/1/24 - 6/30/25	County of Hawaii	Hawaii County	50,000
2	Grant in Aid Fund - Department of Community S	10/1/21 - 3/31/23	City and County of Honolulu	Honolulu	200,000
3	Early Literacy	10/1/20 - 9/30/25	HI State DOE - University of Hawaii	State	1,154,573
4	Office of Hawaiian Affairs	12/5/21 - 11/30/22	Office of Hawaiian Affairs	State	134,309
5	Office of Youth Services	7/1/18 - 6/30/23	State of HI DHS	State	500,000
6	Home Visiting	7/1/20 - 6/30/25	State DOH Family Health Services Div. Maternal and Child Health Branch	State	2,001,439
7	Office of Youth Services	7/1/23 - 6/30/25	State of HI DHS	State	300,000
8	Office of Hawaiian Affairs	9/15/21 - 4/15/23	Office of Hawaiian Affairs	State	175,000
9	Native Hawaiian Education Program	10/1/20 - 9/30/23	US DOE NHEP	U.S.	6,578,533
10	Native Hawaiian Education Program	10/1/23 - 9/30/26	US DOE NHEP	U.S.	2,608,281
11	Native Hawaiian Education Program	10/1/23 - 9/30/26	US DOE NHEP	U.S.	8,215,548
12	Native Hawaiian Education Program	5/1/21 - 4/30/25	US DOE NHEP	U.S.	2,885,009
13	Maternal, Infant, and Early Childhood Home Vis	7/1/20 - 6/30/25	US Dept of Health and Human Svcs HRSA	U.S.	1,321,017
14	Native Amer./Native Hawaiian Museum Service	7/1/21 - 12/31/22	Institute of Museum and Library Services	U.S.	99,842
15	Native Amer./Native Hawaiian Museum Service	7/1/22 - 6/30/23	Institute of Museum and Library Services	U.S.	99,953
16	Native Amer./Native Hawaiian Museum Service	7/1/23 - 6/30/24	Institute of Museum and Library Services	U.S.	100,000
17	Native Amer./Native Hawaiian Museum Service	7/1/24 - 6/30/26	IMLS	U.S.	249,495
18	Native Hawaiian Education Program	9/1/21 - 8/31/25	US DOE NHEP	U.S.	1,044,941
19	Congressional Earmarks Initiative	9/1/22 - 8/31/25	US Small Business Administration	U.S.	500,000
20	National Science Foundation	9/1/23 - 8/31/28	National Science Fdn	U.S.	2,000,000
21	SBA PRIME Technical Assistance	9/30/24 - 9/29/25	US Small Business Administration - OGM	U.S.	300,000
22					

SUMMARY OF EXPERIENCE

I am a nonprofit leader with nearly 20 years' experience in people, program, and project management. I am also a bilingual (Hawaiian and English) educator with experience in Hawaiian culture- and place-based pedagogy and curriculum. Over my career, I have federal, state, and foundation grants for programs, been responsible for all program and project deliverables, both at the program level and at the division level.

EDUCATION

- **PRESENT: Fielding Graduate University (California):** EdD in Leadership for Change
- **Fielding Graduate University (California):** Master's in education 2024
- **University of Hawaii at Mānoa (Honolulu, HI):** Kamakākūokalani School of Hawaiian Studies
- **University of Hawaii – West O'ahu (Pearl City, HI):** Bachelor of Arts in Sciences with a Concentration in Hawaiian Pacific Studies 2011
- **Leeward Community College (Pearl City, Hawaii):** Associate of Arts in Liberal Arts 2006

PROFESSIONAL EXPERIENCE

Institute for Native Pacific Education and Culture (INPEACE) | Wai'anae, HI

Chief Executive Officer

2024 – Present

- Directs the execution of strategy to build on INPEACE's recent successes and plan for the future, setting a bold vision and demonstrating creative, entrepreneurial leadership
- Ensures that the structure of the organization is aligned properly to support programs efficiently and foster productive employees in a team environment
- Responsible for preparation and submittal of new and renewed grant proposals and for proper administration of current grants.
- Maintains positive working relationships, especially in Native Hawaiian communities, by serving on boards, attending meetings, giving presentations, and supervising public relations efforts.
- Identifies and communicates needed improvement plans throughout programs. Works closely with Executive Management to assess and communicate progress on improvement plans to the Board of Directors
- Performs other duties as requested by the Board of Directors.

Institute for Native Pacific Education and Culture (INPEACE) | Wai'anae, HI

Chief Program Officer

2019 - 2024

- Responsible for the strategic direction of all programming, including Early Learning, Educational Equity and Economic Development.
- Develops strong relationships with foundations, business, and community leaders.
- Supervisory responsibility for 10 director level staff members.
- Ensure open and effective communication with all program directors.
- Provide quarterly reports to the Board of Directors
- Participates in development efforts through grant application and reporting.

Institute for Native Pacific Education and Culture (INPEACE) | Wai'anae, HI

Program Director, Kūlia & Ka Lama Education Academy

2017-2019

- Oversee the implementation of the grant requirements and deliverables of the program.
- Interface with all partners to ensure that our relationships help the participants in the educational journeys.
- Provide timely feedback on the progress of the project, and work to resolve operational issues.
- Interface with school principals and as well as the program staff to ensure the best possible outcomes.
- Ensure the budget is adhered to and reconcile any discrepancies.
- Design, plan and implement workshops and cultural activities.
- Ensure the maximum participation of the community, schools, and INPEACE participants in the project.
- Ensure open and effective communication between all parties involved in the project.
- Provide monthly reports on the progress of the project and maintain records on workshop participation.

Institute for Native Pacific Education and Culture (INPEACE) | Wai'anae, HI

Program Manager, Kupu Ola

2010-2017

- Develop and maintain a planning schedule for effective, timely coordination and completion of the project.
- Interface with all material suppliers, consultants, and volunteers as needed and ensure that invoices are submitted and paid out.
- Provide timely feedback on the progress of the project, and work to resolve operational issues.
- Interface with school principals and teachers as well as the program staff to ensure the best possible outdoor classroom outcome.
- Ensure the budget is adhered to and reconcile any discrepancies.
- Design, plan and implement the planting workshops and cultural activities.
- Ensure the maximum participation of the community, schools, and INPEACE participants in the project.

Institute for Native Pacific Education and Culture (INPEACE) | Wai'anae, HI

SPARK

2006-2010

- Increase Literacy
- Administer the PPVT assessment to kindergarten students in the Wai'anae Moku.

AWARDS/PROFESSIONAL AFFILIATIONS

- Indigenous Wisdom Council (October 2023-Present)
- Department of Hawaiian Homelands O'ahu Commissioner (September 2023-Present)
- Hi'iaka Association (September 2022-Present)
- Ho'okele Strategies, Braided River Institute Fellow (February 2023)
- Communities of Practice Trained (November 2022-February 2023)
- ToP Performance Strategic Planning (October 2022)
- Nanaikapono Hawaiian Civic Club President (March 2021-Present)
 - Member since 2018
- Concordia Round table Alumni (March 2019-Present)
- Certified Nonprofit Professional (CNP) (June 2019)
- American Express Leadership Academy Graduate (May 2018)
- Member, Kanaeokana Network of Hawaiian-language (2018)
- Kamehameha Schools, First Nations Futures Program Fellow (June 2016-2017)
- Innovation Engineering, Blue Belt Training (March 2016)
- Ka Papahana 'o Mā'ilikūhāhi (2014-present)
 - Uo Mamo (parent liaison)
- Komike Makua Pūnana Leo o Wai'anae (2010-2014)
 - Pelekikena (president)
- Child and Family Services: Parent Leader Award (2007)

Marissa Pico

91-1287 Hoopio Street Ewa Beach, HI 96707

(808) 681-3938

mpico11@yahoo.com

Objective

To utilize my accounting knowledge and skills to advance my career in the accounting field.

Technical Skills/Proficiencies

Computer Skills: Microsoft Office - Excel, Word, PowerPoint & Outlook

Tax Software Experience: CCH ProSystems Fx

Accounting Software Experience: QuickBooks, Mas90, Peachtree

Document Imaging Software: LaserFiche

Experience

Finance Director Institute for Native Pacific Education and Culture Kapolei, Hawaii July 2009 – Present

- Responsible for all fiscal affairs including various financial reporting to funders, fiscal compliance and overseeing financial recordkeeping.
- Manage the company's \$4.8 million budget along with the multiple, individual program budgets along with the CEO.
- Work closely with Project Directors with monitoring the budget and approving expenditures.
- Assist CEO with the fiscal areas of grant proposals.
- Oversee all cash management responsibilities including A/R, grant draw downs, cash transfers between bank accounts, and deposits.
- Oversee the A/P department.
- Work closely with auditors during annual audits.

Senior Accountant Institute for Native Pacific Education and Culture Kapolei, Hawaii August 2006 – July 2009

- Assist the CEO and COO in handling all fiscal affairs including various financial reporting to funders, fiscal compliance and overseeing financial recordkeeping.
- Manage the company's \$3 million plus budget along with the multiple, individual program budgets along with the CEO and COO.
- Work closely with Project Directors with monitoring the budget and approving expenditures.
- Oversee all cash management responsibilities including grant draw downs, cash transfers between bank accounts, cash deposits along with COO.
- Oversee the A/P department along with the COO.
- Work closely with auditors during annual audits.

Staff Accountant James K. Michishima, CPA Aiea, Hawaii Nov 2003 – Aug 2006

- A/P, A/R, bank reconciliation, monthly financial statements, year-end adjustments and closing of books, and general excise tax preparation for more than 10 small businesses.
- Prepared payroll for 20 small businesses. Payroll duties included payroll taxes, W-2s, 1099s, 401K benefits, IRAs, and 1099s.
- Prepared over 300 individual tax returns. Communicate with clients on a daily basis.

Education

Bachelor of Business Administration in Accounting University of Hawaii - West Oahu Pearl City, Hawaii May 2002

Associate in Arts in Liberal Arts Leeward Community College Pearl City, Hawaii May 2000

Awards/Accomplishments

National Dean's List Fall 2001

University of Hawaii- West Oahu's Deans List Fall 2001

References

Available Upon Request

JOY STEVENS

91-1001 Koanimakani St.
Kapolei, HI 96707
J_stevens@inpeace.org
(808) 233-5114

PROFESSIONAL EXPERIENCE

INSTITUTE FOR NATIVE PACIFIC EDUCATION AND CULTURE

EXECUTIVE ASSISTANT

October 2009 – Present

- Organize and schedule meetings for Chief Executive Officer
- Coordinate travel arrangements, per diem and reimbursement checks for staff
- Assist Chief Financial Officer with yearly audit
- Provide support in the grant writing process
- Overall office and program support with copies, filing, supplies, meeting coordination, processing invoices into Concur, staff retreat planning and any other duties as directed

INSTITUTE FOR NATIVE PACIFIC EDUCATION AND CULTURE

KEIKI STEPS PROJECT NAVIGATOR – OAHU

November 2006 – October 2009

- Supervised 8 family-child interaction early childhood programs from Kalaeloa to Makaha
- Supervised 21 Keiki Steps staff
- Enforced organizational policies and procedures
- Developed partnerships with community agencies to enhance services to families in each respective location
- Attended early childhood community meetings to increase collaboration and coordination of services

INSTITUTE FOR NATIVE PACIFIC EDUCATION AND CULTURE

W.K. KELLOGG SPARK INITIATIVE PROGRAM – LEARNING ADVOCATE COORDINATOR

January 2005 – November 2006

- Recruit and assess 1,000 children ages three to five
- Created a daily activity calendar for families with keiki prior to entering Kindergarten
- Managed our data system and entries
- Collaborated closely with community organizations

INSTITUTE FOR NATIVE PACIFIC EDUCATION AND CULTURE

KEIKI STEPS SITE COORDINATOR

June 2001 – December 2004

- Started operating new Keiki Steps sites at Piliiaau Park Recreational Center, Kamaile Academy and Makaha Elementary School
- Provided educational support to children and their parents/caregivers within multiple modalities.
- Responsible for the overall administration of activities to families

INSTITUTE FOR NATIVE PACIFIC EDUCATION AND CULTURE

KEIKI STEPS TEACHER'S AIDE

August 2000 – May 2001

- Worked with Native Hawaiian children ages 0-5 and their parents/caregivers by providing resources for specific needs of family
- Updated and informed families of activities and meetings in community and at schools
- Read books, sang songs, prepared lesson plans, set up & breakdown of activity centers, sanitization, and planned workshops & field trips

EDUCATION

COUNCIL FOR PROFESSIONAL RECOGNITION

Child Development Associate I March 2004

WAIANAE HIGH SCHOOL

High School Diploma I June 1985

LISA PAKELE

91-1393 Kekahili St. Kapolei, HI 96707 | (808) 554-6178 | lisap@inpeace.org |

Experience

Center for Entrepreneurship Program Director | INPEACE | Kapolei, Hawaii

October 2022 - Present

Responsible for the overall development, implementation, and management of the program; develop relationships with community and business organizations within the community to further collaborate initiatives; monitors and measures the overall successes of program and businesses; directly supervises staff; meets funders related objectives; develops and manages programmatic budgets.

Ho‘oulu Waiwai Program Manager | INPEACE | Kapolei, Hawaii

November 2019 – October 2022

Managed the implementation of INPEACE’s Business Development program, developed and implemented a variety of services that support the development and growth of small businesses from idea to marketing phase, established partnerships that provide additional support to the program focused on workshop content, business coaching, and resources.

2Gen Secure Families Project Manager | INPEACE | Kapolei, Hawaii

October 2017 – October 2019

Oversaw the program development and implementation of INPEACE’s Business Development program and provided business support that included workshops, coaching, and resources.

Keiki Steps Program Director | INPEACE | Kapolei, Hawaii

2006 – September 2017

Oversaw program development of INPEACE’s parent participation preschool program annually serving over 1000 Native Hawaiian children ages 0-5 and families on the islands of O‘ahu and Hawai‘i island; managed 35 program employees which include hire, train, and counsel staff from within community toward high levels of professionalism and quality teaching practices; provided professional development opportunities that empower staff with higher education degrees and credentials; managed program trainer responsible for providing orientation training to all new staff and ongoing support for staff through Mentor Coach support and obtaining their Child Development Associates (CDA); managed Associate Program Director responsible for helping to oversee the direct supervision of Hawai‘i Island staff in addition to assisting the Program Director meet all grant and program goals and objectives; ensures program aligns with best practices in Early Childhood Education and Native Hawaiian culture; managed program budget for 12 program sites and report yearly private and public funders; developed contracts for comprehensive services to meet program objectives and family needs; and represented INPEACE at local, state, national and international levels through various community meetings, conferences and events.

Keiki Steps Project Navigator/Overall Coordinator | INPEACE | Kapolei, Hawaii

2003 - 2006

Supervised and coordinated seven family-child interaction early childhood programs in Nānākuli, Ma‘ili, Leihōkū, Waianae, Kamaile, Mākaha and Moloka‘i; managed fiscal affairs for each site, including approval of all purchases, directly supervised 14 Keiki Steps staff; enforced organizational policies and procedures; developed and implemented professional development plans for each staff member that leads to a Child Development Associate

certification; and developed partnerships with other community agencies that will enhance current services to families in each respective location.

Parent Educator | INPEACE | Kapolei, Hawaii

2002 -2003

Created a workshop environment conducive to adult learning; created and implemented a parent resource file; worked with Play and Learn groups to implement new and innovative strategies to enhance the early learning experience and development of children.

Education

Bachelor of Arts in Psychology | University of Hawaii at Hilo | 1992 -1996 | Hilo, HI

- Emphasis on Hawaiian language and culture

Studies in undergraduate courses | Windward Community College | 1991 - 1992 | Kaneohe, HI

LAHELA AARONA

PROGRAM ACTIVITIES COORDINATOR

CONTACT

☎ (808) 721-8496

✉ laarona@hawaii.edu

EDUCATION

Associate in Science Degree in Business Technology

University of Hawai'i at Leeward
Community College
August 2021 - Current

Associate in Arts Degree in Liberal Arts

University of Hawai'i at Leeward
Community College
August 2016 - May 2018
Cumulative GPA: 3.8
Recognitions: Dean's List

SKILLS

- Able to type 70 wpm
- Excellent data collection and entry skills
- Proficient handling of basic office equipment
- Strong organizational and communication skills
- Advanced business software skills in MS Office Suites, Adobe Acrobat and Google
- Advance marketing and communications skills, including Adobe Creative Suite, WordPress, Wix, Canva, and Social Media platforms

PROFILE

Highly trained and motivated administrative assistant with over three years of experience providing administrative support in higher education and community outreach and development programs in the Hawaiian community. Detail-oriented, creative, and personable, with excellent communication skills. Other experience includes nine years in customer service in entertainment, retail, and food and beverage.

WORK EXPERIENCE

Institute for Native Pacific Education and Culture

Program Activities Coordinator August 2023 - Current

- Provide administrative support to the Center for Entrepreneurship Program Director, including data collection, planning and executing meetings, events, workshops, conferences, etc.
- Provide support to over 70 participants of the Ho'oulu Waiwai program in financial literacy and entrepreneurial development through education, training, partnerships, networking, and stipends.
- Assist in creating and managing communication and marketing tools, such as newsletters, flyers, emails, Youtube channel, Instagram, and other social media platforms.
- Assist in other administrative duties including recruitment, recordkeeping, and ordering.

University of Hawai'i Community Colleges

Program Assistant October 2017 - January 2020

- Provide administrative support to the Native Hawaiian Career & Technical Education program funded through a grant awarded.
- Assist with student outreach, orientation activities, career development workshops/conferences, cultural workshops/excursions, industry site visits, and internship experiences.
- Provide students resources, tools, technologies, etc., for career or professional development experiences through internships, externships, workshops, etc.
- Responsible for the data collection and maintenance of all students' confidential files while adhering to FERPA.
- Assisted with the planning and executing of over 150 career development and cultural workshops, excursions, and events for over 130 unduplicated Native Hawaiian students.
- Create and manage monthly newsletters, websites and other social media platforms.

Malama Loko Ea Foundation

Program Assistant August 2018 - September 2018

- Maintain all administrative duties, which include grant writing, submitting, managing, budgeting, expediting deliverables, and compliance with multiple education and culture grants.
- Assist in planning, executing, and developing marketing material for foundation, fundraisers, events, education programs, etc and develop new business model research and business plan for all new operations.
- Assist in the management of education programs which include data collection, grant reports, school field trips, community work days, and community outreach.

Micki Kauwalu-Key

86-289 Hokuaiaina Place | Waianae, HI 96792 | 808-225-9366 | kauwalu@hawaii.edu

SKILLS & QUALIFICATIONS

- Customer Service
- Work Place Safety
- Detail Oriented
- Inventory Experience
- Quality Control Experience
- Reliable & Dependable
- Accurate Cash Handler
- Quick to Learn
- Computer Proficient

VOCATIONAL EXPERIENCE

Program Assistant Kapolei, HI November 2024 – Current

- Assists participants with paperwork
- Manages and organizes participant records
- Assist Program Director to ensure all resources needed to provide direct services for workshops,
- Provides support for all program related activities and events.

Outreach Specialist Kapolei, HI April 2024 – November 2024

- Welcomed visitors entering INPEACE offices
- Worked within the community to raise public awareness about INPEACE and it's programming
- Prepared and submitted ECE and Financial Aid Applications on behalf of families with children 0-5 years old.
- Entered data and maintained participant files
- Provided outreach at community events.

Cashier/Clerk CVS, Waianae HI April 2017 – April 2018
CVS, Honolulu, HI October 2018 – January 2017

- Provided shopping assistance and product knowledge for all patrons
- Responsible for conducting all POS activities (cash handling, returns, etc.)
- Managed the appearance of store and assisted in stocking items

Hostess Lucky Belly, Honolulu HI June 2015 - June 2016

- Responsible for the greeting, seating, and customer service for all patrons who enter
- Provided inspection of dining and serving areas for cleanliness
- Maintained the sanitation and stocking of restroom items and area

Bartender/Waitress/Hostess Hibiscus Club, Honolulu HI February 2013 - May 2016

- Served and mixed alcoholic beverages to patrons
- Responsible for the seating and food service for all patrons
- Assisted in product inventory and maintained aesthetic appearance/safety of dining and bar area

Sales Associate Charlotte Russe, Waipahu HI December 2008 - November 2010

- Provided excellent customer service and product knowledge
- Maintained aesthetic appearance of sales floor
- Sold company merchandise to customers and patrons

Customer Service Representative Pizza Hut, Kapolei HI July 2006 - July 2008

- Processed customer phone orders
- Coordinated the delivery of items purchased to consumer sites
- Handled all aspects of POS
- Responsible for the overall satisfaction of customers and the remediation of any issues that customers submit

EDUCATIONAL EXPERIENCE

Bachelor of Arts in Art Studio

University of Hawaii, Manoa

December 2016

Cumulative GPA: 3.00 on a 4.00 scale

Center 4 Entrepreneurship Staffing Structure

