

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:

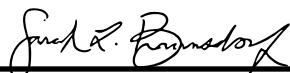
Contact Person for Matters Involving this Application

Name:

Title:

Email:

Phone:



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


AUTHORIZED SIGNATURE

Sarah L Braunsdorf, Executive Director
PRINT NAME AND TITLE

01/16/2025
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: **Ultimate Hawaiian Trail Run Foundation Inc**

DBA/Trade Name: **Keala Foundation**

Issue Date: **01/16/2025**

Status: **Compliant**

Hawaii Tax#:

New Hawaii Tax#: GE-1225597952-01

FEIN/SSN#: XX-XXX0755

UI#: No record

DCCA FILE#: 99596

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**

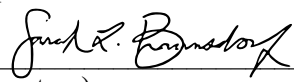
The undersigned authorized representative of the applicant certifies the following:

- 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)



(Signature)

(Date)

(Typed Name)

(Title)



Application for Grants Certification – Public Purpose

The grant will be used for Public Purpose pursuant to Section 42F-102, Hawaii Revised Statutes.

(1) The name of the requesting organization or individual;

Ultimate Hawaiian Trail Run Foundation Inc dba Keala Foundation (KF)

(2) The public purpose for the grant

To provide a healthy and safe environment to support overall wellness for youth by fighting against the disease of drug and alcohol addiction in Kauai's community.

(3) The services to be supported by the grant

Funding from this grant will support free mental and physical health programs along with prevention and early intervention services provided by KF for all youth of Kauai. The KF programs provide free mentorship programs and foster a safe, structured space for children and adolescents to engage in a supportive atmosphere led by trained coaches and sober mentors. Key services include an intentional combination of a fitness program (CrossFit), psychoeducational training (Positive Action), spiritual guidance through 12-step to success (12 steps to recovery), community outreach/service, educational support (i.e. tutoring) and Hawaiian cultural education through 'āina based learning.

(4) The target group

Youth residents of Kaua'i who are between the ages of 5-18 years. 85% of our beneficiaries belong to the historically marginalized Native Hawaiian and Pacific Islander groups or come from an economically disadvantaged/low-income community.

(5) The cost of the grant and the budget.

The total budget requested from the State Grant in Aid is \$350,000

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 Hawaii Compliance Express Certificate from the Comptroller of the Department of Accounting and General Services that is dated no earlier than December 1, 2024.

ATTACHED

2. Declaration Statement

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

ATTACHED

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](#).

ATTACHED

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;

The Keala Foundation (KF) supports the “high risk”, historically marginalized and economically disadvantaged youth on the island of Kauai by providing free functional fitness and mentorship programs to fight against the disease of drug and alcohol addiction in our community. Keala means “the way back,” and it is our purpose to guide

youth back to a healthy life, family and themselves by educating them through various efforts so they can make informed choices about their overall health.

The KF founder, Aaron Hoff, is a former drug addict who grew up on Kauai and battled addiction as a young person when he started using drugs recreationally at the age of 10. Addiction soon led to depression and thoughts of suicide, however, as a result of attending an off-island rehab program at the age of 24, along with other life-saving interventions, he is continually overcoming the disease of addiction and has been sober for over 27 years. As a result of his lived experience, Aaron recognized an opportunity to give back to his community by addressing the lack of mental and physical health resources directly available to the island's youngest residents. With the mission of creating a positive, nurturing support network for adolescents and providing an alternate lifestyle to help turn the tide of substance abuse amongst our youth, KF works to remove all socio-economic barriers allowing them to be successful, contributing members of society. This program is designed to instill hope and develop adolescents' resilient assets, through educating them to make positive choices. What started as a free youth fitness program in 2016 out of one gym, has now evolved into a nationally recognized youth mentorship organization which runs 4 free programs out of 4 establishments island-wide for youth ages 5 -18 years and positively affects, on average, over 500 young lives a year.

2. The goals and objectives related to the request;

For the past decade, the mental and physical wellbeing of Kauai's youth have been the forefront of our foundation's focus. Our qualified and certified staff provide substance abuse education, recovery coaching, peer support group meetings, outreach, physical fitness, life guidance and positive adult mentorship to our youth through our free daily after-school and out-of-school fitness programs and early intervention camps. This equips and teaches our youth how to avoid a life of dependence and addiction which gives them a fighting chance to avoid a life of dependency and addiction. As a result of the funding secured from this proposal, our organization will be able to cover a portion of its operating costs including personnel salaries of operational leaders as well as program managers and coaches. It will also cover portions of rental fees for our program facilities around the island. The allocated funds will directly contribute to ensuring that we can recruit, train, and retain top-tier professionals who possess the expertise and passion required to make a lasting impact on the mental and physical well-being of the youth we serve. The portions of rental fees and utilities in our request directly support the youth program service locations and will remain a safe, reliable, environment where they can thrive in and know they are loved. The home of our programs are the facilities for us to meet youth where they are at and have a place of retreat to learn, grow, and develop into positive contributing members of our community.

3. The public purpose and need to be served;

The staggering numbers of substance abuse, overdoses and suicides in teens is steadily rising, as of 2019, 13% of persons aged 12 years and over in the United States had used illicit substances in the past month. In 2021, more than 106,000 persons in the United States died from drug-involved overdose, more than twice the number of deaths in 2015.¹

Overdoses from all drugs have generally increased in Hawaii over the last five years; 107 drug overdose deaths on Kauai in the decade ending in 2021 were unintentional, except for 20 suicides and five deaths for which the intent could not be determined, according to data analyzed the state Department of Health. On Kauai, fatal overdoses involving methamphetamine outnumbered those involving opioids from 2017 to 2021 by a ratio of 2-to-1, with meth-related overdoses increasing from zero in 2012 to 14 in both 2020 and 2021. With roughly 1 in every 10 middle and high school students in Hawaii reporting a probable substance use disorder indicating a need for treatment.² Of these High School youths who reported on Current Alcohol or Marijuana Use in Hawai'i in the past 30 days on County Kaua'i, 38.9% represents the Native Hawaiian ancestry and also ranks the highest of all listed ethnic groups.³

The physical and mental health of the minority and marginalized Native Hawaiian youth is of particular concern, given a wide range of factors beyond their control. Such factors including poverty, discrimination, violence, and trauma make these groups more vulnerable and put them at a heightened risk for mental health difficulties later in life, making them more prone to substance use and other behavioral problems.

The prevalent use of alcohol, opioids and other substances among teens, is causing extraordinary harm to communities all across the state of Hawaii and according to the Hawaii Student Alcohol, Tobacco, and Other Drug Use Survey, Kaua'i County reported higher rates of probable substance use disorder (SUD) and risk positive screens compared to the overall state. Alcohol Use disorder (AUD) is a concerning individual and public health problem worldwide. AUD confers a prodigious burden of disease, disability, premature mortality, and high economic costs from lost productivity, accidents, violence, incarceration, and increased healthcare utilization.⁴

¹ <https://www.cdc.gov/nchs/fastats/drug-overdoses.htm>

² <https://health.hawaii.gov/wp-content/uploads/2022/01/Kauai-County-Community-Region-Report.pdf>

³ Hawai'i Health Data Warehouse. (2017) Hawai'i Indicator Based Information System. Retrieved from: <http://ibis.hhdw.org/ibisph-view/query/selection/yrbs/ YRBSSelection.html>

⁴ <https://www.cochranelibrary.com/cdsr/doi/10.1002/14651858.CD012880.pub2/full>

Families on Kaua'i have little to no on-island options to support their children who are considered "high-risk," or who may be struggling with SUD or mental health issues. They often need to resort to referrals for inpatient treatment on O'ahu or elsewhere and from a financial standpoint, an economically disadvantaged child from a moderate to low-income family cannot even consider this alternative. For the families who may be able to afford this option, their children have been referred to adult treatment programs that are not fit to meet their specific needs, while also potentially exposing them prematurely to inappropriate conversations and unhealthy behaviors by adults. The transition alone for youths being referred outside of Kaua'i county can be traumatic for them seeking treatment away from their families and pose a disconnect in being able to provide youth with comprehensive counseling and support services through group family therapy sessions.

What is unique about the Keala Foundation, is that we are currently the ONLY organization on Kauai that offers a free on-island residential early intervention program as well as free aftercare and prevention programs for youth. The comprehensive on-island programs offered by KF eliminate the unnecessary and stressful component of displacement for teens, especially those who have never left the island or encountered a culture that is unfamiliar to their own. Along with substance abuse, another major challenge affecting Kauai youth is obesity. Obesity is a result of a mismatch between the environmental conditions we evolved in over the course of the vast majority of our history and the conditions and behaviors of today resulting in Dysevolution. Dysevolution refers to the lifestyle we pass on culturally, to subsequent generations, which are not genetic, yet they are changes in environment and behavior. Hawai'i ranked higher than the United States for those who indicated they did not eat fruit or drink 100% fruit juices during the 7 days before the survey. For physical activity, Hawai'i's YRBS also ranked higher for no participation in at least 60 minutes of physical activity on at least 1 day during the 7 days before the survey, did not attend physical education classes on 1 or more days, and did not play on at least one sports team.

According to the data analyzed from our youth participants through surveys, interviews and quarterly assessments, substance abuse and obesity is prevalent in this community for the following reasons:

1. The absence of a positive male influence (father) in the home which can lead to poor decision making due to lack of structure, rules and guidance.
2. The youth lack knowledge and comprehension of the negative effects that drugs and alcohol can have on the body and mind.

3. Aggressive, neglectful and/or traumatic home environments that can lead to insecurity and negative coping skills which ultimately make it difficult to resist peer pressure.
4. History of drug and alcohol use within the family decreases familial support and safe communities.
5. Having little if any access to physical fitness opportunities and/or understanding that fitness and sobriety can lead to better health.

Whether a youth lacks the support or the knowledge, substance abuse and obesity are proven factors to significantly influence negative emotional, social, physical, and mental side-effects. The KF programs are a response to the lack of safe, meaningful, consistent life experiences for children and adolescents on Kauai. By employing top-tier staff, certified coaches and qualified mentors in a safe and sober environment, we are able to create a safe haven for Kauai's youth through fitness, mentorship, and character-building programs ultimately allowing them to develop a lifestyle free of obesity and substance abuse.

4. Describe the target population to be served;

With 85% of all our program beneficiaries belonging to Native Hawaiian and Pacific Islander families or coming from an economically disadvantaged (low-moderate income) background, our holistic programs aim to disrupt barriers to social equity and transform generational trauma within the communities that it serves.

KF is dedicated to serving all youth residents of Kaua'i who are between the ages of 5-18 years. Between our intervention and prevention programs, KF currently reaches approximately 500 youths from the town of Kekaha to the village of Anahola. With the addition of our Keala Transportation Program, we aspire to reach an additional 130 youth annually specifically serving the youth residing in the low-moderate income community of Pa'anau Village and Kalepa Village.

The Keala to Success: Early Intervention Camp Program (KSEIP) works mainly with the 12-17 year old "high risk" demographic youth with 95% of these program beneficiaries being Native Hawaiian or Pacific Islander. "High risk" is classified as any person experiencing significant problems at home, in school, and in relationships due to substance abuse or other familial related trauma.

We also welcome adults to volunteer, mentor, and provide guidance to all the island's youth, which in turn benefits the adults of our community as well. Our prevention and intervention programs are designed to cater specifically to the unique needs of Kauai's

young residents, with the valuable support of adult volunteers who play a crucial role in our mission.

5. Describe the geographic coverage.

The Keala Foundation's geographic scope encompasses the entire County of Kauai. Currently, KF operates facilities in Anahola, Lihue, Lawai, Kahili, and Kekaha. We extend our services to youth across the entire island, provided they are willing and able to participate in the KF programs and utilize our facilities. With the addition of our Transportation Program we are able to serve the elementary, middle, and high schools in the Lihue and Southside communities right now for pick up, arrival at the facility, and drop off, even possibly at their home.

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;

Offered year-round, out-of-school and after-school, Keala Foundation provides a culturally-based, holistic approach to support a youth's overall physical and mental well-being in a safe, sober and healthy environment. We offer 3 multifaceted substance abuse intervention, prevention, and mentorship/community outreach programs to achieve our mission, purpose and goals.

Keala Kids

KF's foundational program, this free youth physical fitness program operates 4 days a week, two times daily out of 4 establishments island-wide. A typical class curriculum includes a word of the day, group discussion, meditation, structured exercise practices, and community building all led by a Certified Level 1 youth CrossFit Coach. Composed of elements designed to reduce Exercise Deficit Disorder and poor lifestyle choices: laying foundational movement patterns, providing children with a portion of their prescribed amount of exercise for the week, improving muscular fitness, engineering endless opportunities for success, and discussing roles for food—all while keeping the class and its information fun and engaging.

Research findings have supported the effectiveness of psychosocial and multicomponent modality approaches that include exercise, mindfulness, along with recovery-oriented educational interventions as promising when addressing adolescent physical health, mental health and substance use disorder. It is well known that mental health and physical health are intertwined, and poor mental health can have negative effects on one's physical being.

Keala Kids also serves as the follow-up and aftercare program for all KSEIP intervention camp graduates during Phase 2 & Aftercare, as the intentional curriculum taught during classes incorporates the 12-step programming and helps with a seamless reintegration back into the Kauai community. The Keala Kids facilities are the home of which we operate. All kids are welcome, free of charge. Youths come into our doors and leave standing taller, establishing confidence and peace within their body, mind, and spirit all amongst their peers in a healthy environment.

Youth Engagement Program (YEP)

Mentorship program that provides meaningful experiences for students ages 11-18, middle/high school years, engaging them to participate in community service projects, outdoor excursions, recovery/movie nights, and employment/career opportunities. Team members and volunteers in the community collaborate with youth on school break and weekend events such as farming, hiking, beach clean ups, paddling, camping and other community services events located at partnering non-profit organization farms such as the Kauai Animal Education Farm.

A partnership with Ho'omaluku Ke Kai for beach clean ups and then Plastic Upcycling, Tree Tunnel Clean Up, focuses our youth on environmental stewardship and civic responsibility. It also provides avenues for service learning, and employment opportunities as well as participating in projects. KF also partners with Kauai schools to provide drug awareness assemblies during school as well as facilitate recruitment to our programs.

Keala to Success: Early Intervention Program (KSEIP)

The intensive Early Intervention program spans over 30 days, commencing with Phase 1: a 10-day consecutive camp, followed by Phase 2: 20 days of reintegration into the Kauai community providing mentorship exclusively to the 12-18 year old, Native Hawaiian and Pacific Islander "high risk" demographic. The KSEIP team consists of qualified and certified staff and community partnerships that include a Program Director, Program Manager, Intake Coordinator, behavioral specialists, fitness coaches, cultural specialists, clinical and mental health consultants, a licensed Marriage and Family

Therapists (LMFT) and certified Recovery Coaches, and community-based therapists with experience in addiction and family intervention and reconciliation.

Participants engage in a variety of activities, including one-on-one, group therapy, AA meetings, guided meditation, physical fitness classes, individualized 12-step work with certified mentors with lived experience, and family therapy sessions with the program's LMFT and CSAC. The program uses an interactive approach to address the psychoeducational needs through incorporation of Positive Action (PA) and the proven Alcoholics Anonymous's 12-Step program of recovery. According to a comprehensive analysis conducted by a Stanford School of Medicine researcher and his collaborators, Alcoholics Anonymous's 12-Step program of recovery is "the most effective path to abstinence."⁵ Teaching youths important life skills including stress and anger management, redirection of negative behavior and integrating a healthy lifestyle which includes but is not limited to a balanced nutrition and a physical fitness plan.

KF uses one-on-one and group youth mentorship programs geared to influence one's ability to overcome adversity by incorporating the Keala Curriculum (KC) and Positive Youth Development (PYD) framework. The Keala Curriculum (KC) is laid out in a one-year program according to a quarter system. Over the course of a 12-month period, KC integrates the fundamental values of the proven "12 Steps" method with fitness and mental health awareness through structured holistic programming. PYD is a widely accepted approach and defined as an intentional, prosocial approach that engages youth within their communities, schools, organizations, peer groups, and families in a manner that is productive and constructive; recognizes, utilizes, and enhances young people's strengths; and promotes positive outcomes for young people by providing opportunities, fostering positive relationships, and furnishing the support needed to build on their leadership strengths. Our programs teach skills to promote resilient assets to help youths identify their triggers as well as strategies to self-regulate, while equipping them with positive coping techniques such as mindfulness practices as well as conflict resolution exercises. These skills help youths resist drugs and strengthen personal commitment against drug use, while increasing social competencies such as peer relationships, communication, self-efficacy, and assertiveness.

Our commitment to evidence-based practices extends to aligning our interventions with comprehensive prevention strategies outlined in the SAMHSA resource guide. This guide emphasizes the importance of universal prevention interventions, policies, and environmental strategies that target individuals in schools, communities, or workplaces.

⁵ <https://med.stanford.edu/news/all-news/2020/03/alcoholics-anonymous-most-effective-path-to-alcohol-abstinence.html>

Additionally, we recognize the significance of indicated prevention interventions, which focus on individuals already engaged in risky behavior, such as substance use, and provide referrals to support services or screenings and consultations for families. We understand that community coalitions are vital partners in selecting and implementing these interventions, ensuring a comprehensive prevention approach.⁶

In line with these evidence-based strategies, each Keala to Success Early-Intervention Program (KSEIP) 30-day session is led by a Program Manager proficient in the 12-Step program of success using the 12-steps of AA model. They are supported by two KF-certified Recovery Coach counselors and sober Peer Recovery Mentors, maintaining a mentorship ratio of 3:1 to deliver personalized support for our youth participants. There are a total of 3 mentors per program creating a 3:1 youth to mentor match with 40 youth mentored in a full year of programming.

The KF operational team and KSEIP program team are carefully handpicked to ensure each individual has the understanding of their responsibilities to youth mentoring and sobriety. It is encouraged that every team member continually improves and expands their own "toolkit" of mentoring resources as well as staying current in all compliance and certification requirements. All coaches, team members and mentors have access to a comprehensive mentor training program provided by the National Mentoring Resource Center (NMRC) which provides them with the knowledge, skills, and resources necessary to be effective in their mentoring roles. Mentors are also provided ongoing guidance and support to ensure their long-term success and to build that toolkit of our own to be able to serve the youth and adults in our community.

KF is a foundation built on love and inclusion, part of that is giving our community the chance to incorporate their stories and skills into a program that can greatly impact a child. Direct services provided across all programs:

- Training, supervision, and ongoing professional development opportunities for program staff (e.g. Crossfit Level 1 certification training, Recovery Coach Academy, Crisis Intervention Training, NARCAN Training, HIPAA Compliance Training, 12 steps to success of our own lives, group therapy, individual therapy)
- Mentor recruitment & screening and hiring (including background check, references, interview)
- KSEIP youth recruitment & screening
- Intentional "word of the day" conversations pre- and post-class based off of the 12-step Keala Daily Curriculum coached in our youth programs.

⁶ Institute of Medicine, 1994, "Reducing Risks for Mental Disorder: Frontiers for Preventive Intervention Research," The National Academic Press, <https://pubmed.ncbi.nlm.nih.gov/25144015/>

- Supportive 1:1 mentor relationships in and out of assigned class times
- Community service opportunities held two times a month
- Access to supportive resources (e.g., mental health, family therapists and intervention specialists)

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

Our foundational programs (Keala Kids, YEP) are long-term and year round, therefore, the timeline attached shows expected programmatic outcomes and results throughout the year. The KSEIP program has 4 separate 30 day sessions annually and concludes with a graduation at the end of each quarter. From February 2025, Keala Foundation will also run a Transportation Program which will facilitate at least 130 additional low-income youth participants to be able to participate in KF's Prevention and Intervention Programs.

ATTACHED

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

Measurable outcomes from the Keala Kids and YEP program will be determined by the biannual Wellness Survey given to participants. The survey includes assessment in overall program, physical preparedness in strength, power, endurance and skill, cognitive exercises that are formulated to assess an individual's ability to self express and articulate in an open-ended format, and an emotional evaluation and wellbeing of an individual in aspects of self-worth, confidence, community and relationship.

The curriculum used in the Keala Kids program integrates the 12-Steps over a 12-month period in which we assess quarterly. The program integrates these principles to act preemptively and preventatively in developing the character of children to implement these values even before they are faced with the dangers of drugs and alcohol. The assessment was created to change the cultural status quo of the capacity of our youth as strong and capable individuals, confident of their own ability and self worth to see change within themselves. The aim is to reshape the standards of fitness in body and mind and have set forth objective goals in order to drive the pursuit of these baselines capabilities.

For the KSEIP program specifically, KF has implemented a comprehensive assessment strategy to evaluate the impact of this intervention program at various stages. Before the program begins, we administer a "Youth Intake Assessment" to gain a clear understanding of each participant's needs and baseline conditions. Upon program completion, we conduct an "Exiting Counseling Youth Assessment" to assess the progress made during their time in the program.

During the program camp, our Prevention Program specialists utilize "Evidence-Based Intervention (EBI) pre and post surveys" to measure the effectiveness of our interventions and to determine the youth's outcomes and growth. Furthermore, to ensure the sustainability of positive change, we conduct a "three-month follow-up assessment" after the program concludes. This follow-up assesses the youth's continued progress and helps us provide ongoing support, including the development of a relapse prevention plan and aftercare assistance. These assessments and surveys are integral to our data-driven approach, enabling us to track and analyze the impact of our interventions, make informed adjustments, and ensure that our participants receive the most effective support on their journey to positive change.

Also pre, during, and post the intervention program dates we have a Family Therapy Addiction Specialist available to meet with the families, youth, and offer group guide therapy for parents going through similar circumstances. It is through these weekly meetings and support they can heal their family from the inside and out.

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

The goals and measures of effectiveness that will be reported to the State agency and used to evaluate the effectiveness of these programs and our organization are as follows:

Goals

- Empower families and communities by equipping them with information and tools to recognize signs of poor mental health or substance use and give them access to a support system.

- Create environments free of stigma that allow children, adolescents, young adults, and their families to talk about their mental health and well-being and seek help without feeling ashamed or fearing discrimination.
- Promote racial equity and the removal of barriers to access and opportunity for Kauai communities that have been historically underserved, marginalized, and adversely affected by inequality.
- Address the lack of accessible and free youth prevention and intervention programs on the island.
- Provide access to sober mentorship, accountability, and education through an 30 day intervention holistic camp experience for 40 “high risk” teens across four quarters annually.
- Teach skills to promote resilient assets to help youths identify their triggers as well as strategies to self-regulate, while equipping them with positive coping techniques such as mindfulness practices as well as conflict resolution exercises.
- Enhance participation by removing barriers to entry for programs through the Transportation Program. Providing transportation to low-income youth will foster community engagement by bringing them together and keeping them involved. In facilitating their involvement, we create a sense of community and connection.
- Empower youth development while reducing physical and health related consequences of substance use.

Expected measurable programmatic and direct service outcomes and which evaluation plans will be used to constitute a successful year of programming:

Keala Kids and YEP

- 100% Increased positive peer relationships (Biannual assessment)
- 75% Increased self efficacy (Biannual physical and cognitive assessments)
- 85% Increased cultural knowledge (Biannual assessment & attendance)
- 90% Decrease behavioral problems with consistent (3x weekly) Keala Kids attendance (Biannual assessment)
- 100% participants show an increase in overall knowledge of healthy fitness habits and nutritional practices; be able to identify junk food and make alternative choices (Biannual assessment)
- 85% Participants document having improved confidence, social skills and less anxiety; have a decrease in chronic stress as physical exercise and fellowship increases (Biannual physical and cognitive assessments)

KSEIP (Exiting Counseling Youth Assessment)

- 96 out of 120 youth will report reduced or will have ceased use of drugs, alcohol and opioids.

- 85% of participants will report having a positive and helpful relationship with their mentor and will choose to continue the mentor/mentee relationship for accountability.
- 100% of youth will report increased knowledge and comprehension of the negative effects that drugs and alcohol can have on the body and mind at the end of the year.
- 75% of participants will be actively working the 12-step recovery program at 30-60-90 days post-camp and will be consistently advancing from one step to the next in the 12 step program.
- 72 out of 120 participants will choose to participate post-camp, in the varied maintenance aftercare programs for youth provided by the Keala Foundation. (Keala Kids, YEP over 36 months)
- 90 out of 120 participants will complete the full 30 day program over 36 months.
- 70% of participants report any improvement in their relationship with their family or guardian or trusted adult
- 70% of parents or guardians of participants will report increased knowledge and comprehension of the problems and solutions their youth is going through and be able to maintain communication with their child and use KSEIP staff appropriately for support.

Transportation Program:

- Conduct regular vehicle inspections every 5000 miles on vans secured
- Trips in the vehicles between qualified driver and youth participants are able to promote positivity, resilience, conversation, and trust.
- Weekly attendance increases from 50 to 130 youth with at least 51% being from low- moderate income households
- Participation across all programs will increase from 500 to 700 youth annually by July 2026 to reach more families and remove barriers to entry.

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) Attached
 - b. Personnel salaries and wages (Link) Attached
 - c. Equipment and motor vehicles (Link) NA
 - d. Capital project details (Link) NA
 - e. Government contracts, grants, and grants in aid (Link) Attached

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
\$87,500	\$87,500	\$87,500	\$87,500	\$350,000

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

- Kamehameha Schools Fund
- Community Development Block Grant | YMEC Program
- Community Development Block Grant | Westside Transportation Program
- Host Community Benefit | Kekaha Resident Scholarship
- Office of Juvenile Justice & Delinquency Prevention
- County of Kauai
- The Clarence T Ching Foundation
- Department of Agriculture
- Kukui'ula Community Benefit Fund
- Chan Zuckerberg Kauai Community Foundation
- Alaska Airlines Foundation
- First Hawaiian Bank Foundation
- Bank of Hawaii Foundation

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

Not Applicable

5. The applicant shall provide a listing of all federal, state, and county government contracts, grants, and grants in aid it has been granted within the prior three years and will be receiving for fiscal year 2026 for program funding.

- HOPE | Hawaii Opioid Prevention & Education | 04/01/2022 - 03/31/2023 | Hawaii Rural Health Association State
- Adult & Adolescent Mental Health & Substance Abuse Community Program Grants | 11/01/2023 - 10/31/2024 Life Choices | OPA County of Kauai
- OJJDP Mentoring for Youth Affected by Opioid and Other Substance Misuse | (36 months) 10/01/2023 - 09/30/2026 | DOJ US

- Host Community Benefit Grant | 01/01/2024 - 12/31/2024 | Kekaha CAC Grant County of Kauai
- Micro grant for Food Security Program | 01/01-2024 - 12/31/2025 | Department of Ag State
- Keala Transportation Program | 07/01/2024 - 06/30/2025 | Kaua'i County Housing Agency | Development Division (CDBG)
- Youth Mentoring & Engagement Camps | 07/01/2025 - 06/30/2026 | Kaua'i County Housing Agency | Development Division (CDBG) *pending*

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

As of December 31, 2024 unrestricted current assets: \$759,263.51

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.

All Keala staff providing the proposed services possess the knowledge, skills, and experience of working with the targeted population. The administrative staffing pattern provides for adequate, efficient administrative support and has the ability to identify, hire, train and retain qualified staff that allows for effective delivery of service, and for a variety of credentialing categories of clinical staff to ensure a multidisciplinary team approach to service delivery.

KF specifically employs program directors, managers, mentors, and youth coaches who are either certified in their fields of expertise or who have lived through similar experiences with the youth we serve based on the "credible messenger" approach. Credible messengers are neighborhood leaders, experienced youth advocates and individuals with relevant life experiences whose role is to help youth transform attitudes and behaviors around violence. Research shows that "Attachment to a pro-social peer group, led by credible messengers, facilitates attitudinal and behavioral change.

Because mentors share — and have overcome — similar experiences, young people find them trustworthy and far more persuasive than motivational speakers or even the best-intentioned social worker.”⁷

Coaches and mentors are not only trained and certified in CrossFit Kids programming and Recovery Coach Academy, they are leaders in their community, who have personal experiences with resilience and recovery. Training alongside the same youth daily, they demonstrate real-life situations and how living sober, healthy and active lifestyles can lead to successful outcomes.

Each member of the KSEIP staff creates a well-balanced multidisciplinary team that works together to address the problem behaviors and mitigate the impact of risk-factors that increase risk of substance abuse and dependence on Kaua‘i. KF prevention programs provide maintenance and follow-up support staff including coaches and mentors to lead and direct exercises, training, and recovery-oriented meetings post-KSEIP program.

The team uses holistic intervention and best practice techniques including Positive Youth Development (PYD) and fitness while partnering with other prevention programs and land based project programs on island. Community partners also help provide referrals, prevention services to youths, along with Hawaiian Cultural Specialists who lead cultural workshops during the 10-day residential camp to help infuse a sense of cultural identity

The Program Director, Program Manager and Peer Recovery Support Mentors currently employed in the KSEIP program combined have over 70 years experience in working directly with the youth of Kauai in addressing substance misuse and recovery. As of October 31st, 2024, program leaders have successfully completed 7 KSEIP sessions with 40 youth males and 6 females successfully graduating the program.

Below are a few program-wide milestones successfully reached in the past 3 years:

- Keala Foundation takes ownership of 4th establishment, Kauai CrossFit in Lihue
- County of Kauai Host Community Benefit Grant in Kekaha received (\$44,458) to support adult crossfit scholarships for low-income adults
- Keala Curriculum is completed and launched on virtual platform SugarWOD Marketplace allowing access for consumers globally to subscribe and become an affiliate of the Keala Foundation

⁷ <https://www.thepinkertonfoundation.org/wp-content/uploads/2017/02/Pinkerton-Papers-credible-messenger-monitoring.pdf>

- Founder, Aaron Hoff, completes the loop around the island by paddling from Hanalei to Polihale, then walking to Kekaha and then up Kokee mountain with an even larger group of people. In one of the most dangerous walks up the mountains, he guides a community of people, including youth from the Keala programs, to join in the march and huge accomplishment. The walk and paddle collectively raised \$140,000.
- OJJDP Federal Grant Awarded for KSEIP (\$567,726 over 36 months)
- 10th annual UHTR hosts 1500+ participants from both on and off-island and raises \$250,000 in 2023
- County of Kauai Office of Prosecuting Attorney Grant awarded for Prevention and Aftercare programs (\$389,789 for 1 year)
- KF was the recipient of the 2023 HNOA (Hawaii Narcotics Officers Association) Outstanding Community Service Award "for continued support towards addressing substance abuse and creating a positive environment for the keiki of Hawai'i."
- Keala to Success Early Intervention Program successfully reached 4 programs over the course of one year.
- Hired and trained qualified professionals to fill positions necessary for the longevity of our youth programs. (HR Manager, Program Director and supporting staff.
- Moved locations of our Southside gym from Poipu to being more emerged in the community in Kalaheo, Koloa, Omao and Lawai.
- Hosted 8 service projects over the summer break for the youth in Middle & High School, some events were open to all families.
- Received capital funding to complete expansion of communal spaces up at the Kahili Property used for KSEIP Overnight Program.
- Hosted 3rd annual GIVE gift drive to anonymously connect families on island to donors for donors to fulfill Christmas lists of youth.
- Received grant to ignite the Transportation Program again to serve low to moderate income families to our Southside and Lihue locations.
- Started the Kekaha Family Fun Run to partner with the Kekaha Family Fun Day on the 4th of July. We have hosted 2 consecutive years: 5k and 1 mile options.

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.

We currently run our youth programs out of four facilities island-wide as well as at our camp location that provides housing opportunities. Each facility specifically hosts physical fitness and mental wellbeing activities and classes with the sole intention of providing prevention, intervention and education surrounding substance use. They are strategically located in different communities on the west, south and east side to provide equal access and opportunities to all youth regardless of their location in Kauai.

Lawai : 3580 Koloa Rd

Lihue: 3-3131 Kuhio Hwy

Kekaha: 8171 Kekaha Rd

Anahola: 4307 Anahola Rd

Kahili Mountain Park: 2-4035 Kaumualii Hwy

The facilities of the Keala Foundation are the vessel to which our programs are shared and without safe homes in the environment, we would not be able to offer the programs we do. Youth and their families trust the walls of the KF where we land, and it provides access to accountable, hard-working communities where they can live, be healthy, engage in physical activity, and have enlightened conversation with others. Many kids lack confidence in adults and their peers because they are lacking in conversation skills and interpersonal skills. KF closes this gap by beginning with a safe facility. As it is said, we become like the people we surround ourselves with, and on a small island, it is so important to lead those children as early as possible.

Each facility is planted in a community that is led by the community members who want to see the change that either they experienced in their lives or did not experience in their lives growing up. KF locations provide an opportunity for youth to be a part of our program, but also provides coaches, mentors, leaders the chance to impact the youth and adult community as well. Employment opportunities are available to those vetted and committed to helping the overall wellbeing of the facility with a servant heart. KF facilities all have a different feel to them because of the unique locations on the island, it is important that each can carry on the cultural values that come with Kekaha, Lawai, Lihue, Anahola. The part that does not waiver is the curriculum and mission of the community. KF provides prevention and intervention to drug and alcohol use, a positive environment to thrive in one's physical fitness goals, a safe and trusted place where some come for respite and rehabilitation of other life stressors, and a platform to connect with other human beings that they once may not have ever met.

Youth that come to our facilities are from all different backgrounds and we welcome any child exactly how they are with all different fitness levels, socioemotional comforts, and behavioral patterns. Some leave shoes at the door, backpacks outside, some workout

outside under a covered lit space, but one thing remains: coaches love and respect each participant, hard work is accomplished in the space, it is left better than we found it each day, and there are vulnerable, transparent messages and words being shared within the community that are rarely shared in education institutions or households.

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.

Keala has written personnel policies, procedures, and practices, including the qualifications, duties and responsibilities for each staff position, hiring, suspension, dismissal, assignment, promotion, grievance procedures and other related personnel matters. KF staff is an ohana responsible for serving the community and executing the mission to build and maintain programs that directly service the youth and we hold a high degree of expectation on the team to serve passionately with integrity and to put their best foot forward at all times.

Each person of the staff has been hand selected through evaluation and experience either by being born and raised on Kauai and/or having the skills and expertise to build out a program that the community will support. The entire leadership, operational and program team meets once weekly to collaborate on all programs, events, news, updates and well-being. It is vital that each team member is up to date on events and youth programs within separate areas of the organization to ensure they can continue to be an advocate for the KF mission.

We operate across four locations in the island, so we are rarely all in the same place at the same time. The entire team is employed through our payroll and HR service, and program staff certifications are organized using a Compliance Software, which checks all HIPAA compliance documents and training. Recently we have added a Human Resource Manager to our ohana to keep our work as compliant, forthcoming, transparent as possible while also cultivating a culture amongst the team that is ever growing, communicating, and happy in their roles.

The coaching team is led through a coaching development and business development workshop that runs weekly throughout the year to provide support on coaching, safety,

and best practices which run the business and experience for members and youth participants as athletes. KF does provide necessary training or continued education to each department on an as-needed and personal basis.

Some of the options we have supported the KF employees to do are: mentoring workshops, trauma-informed care, CrossFit Level 1 renewals, leadership seminars, Recovery Coach Academy (CCAR), Ethical Considerations (CCAR), CPR & First Aid, NARCAN training, Crisis Intervention, and more.

It is the basis of Keala that we believe physical health is a major component to mental and spiritual health as well, which is exactly what we offer to the youth in our programs. In alignment with our beliefs for youth, we offer a free membership to each team member to participate in fitness programming at any of our locations, which has been a huge success. This ensures each team member is physically active and able to engage in the community as much as they want in any location around the island.

As part of the KSEIP program requirements, there is a CSAC support and Crisis Intervention Specialist Consultant available for Program Director and Program Manager to use as a resource. There is also a sufficient number of trained and qualified Peer Recovery staff to meet resident needs and program requirements, and there is always a minimum 1:3 staff to youth ratio.

In accordance with federal funding regulations, all staff who come into contact with youth are required to complete a pre-employment background/fingerprint check and HIPAA certification prior to working with youth. Additionally, the Executive Director and Program Directors arrange for staff development that includes orientation, onboarding and training.

Below is a current list of the active individuals and their roles KF is requesting to be funded through this proposal. Also see attached resumes.

Leadership & Operations

Founder | Chief of Relationships & Development | Aaron Hoff

As founder, Aaron established the vision, mission and strategic direction of the organization in 2013. With a still very hands-on and active leadership approach, he continues to create and work actively on the team to build the model of nonprofit gyms, free fitness for kids, and youth intervention programs. He thrives in implementing new and exciting ways for the community to be involved with the youth of KF through fundraising campaigns and community service projects. While managing day-to-day operations alongside the ED, Aaron often organizes organic and unique fundraising

campaigns which have successfully supported the organization's operational and programmatic costs for years. Such efforts have included walking around the entire island of Kauai in 3 days, starting with a canoe paddle across the Na Pali coast and ending at Hanalei Pier in the North Shore.

Aaron manages the relationships and development with private donors, businesses, local community and fitness industry space to create partnerships that lasts. He is dedicated to being a trusted solution on the island he grew up on to provide youth with the resources he did not have. He holds extreme accountability and does this through the relentless pursuit of communication and transparency. He hosts a weekly meeting in his home that is open to anyone in the community to have a place they feel they belong and can share what is in their mind or struggling with, without being judged. He has walked families and individuals through the 12-steps of recovery and has seen rehabilitation and redemption through good old fashioned hard work and love of people. No rock is left unturned with Aaron as he explores each opportunity with an open mind, heart, and sees no barrier to providing access to programs for youth to thrive in.

Executive Director (ED) & Financial Officer | Sarah Braunsdorf

With over 11 years in the grassroots non-profit space, the ED works directly with the Founder to provide day-to-day management and oversight of the organization's programs and staff and assists the Affiliate Manager with management of the facilities operations of all locations under the organization. Provides direct oversight of organizational development and improvement to ensure quality services are aligned with the mission, values and objectives of the KF. Holds the responsibility for managing the finances and bookkeeping to balance the accounting with a third party Certified Public Accountant through a well organized cash accrual accounting system with restricted, unrestricted funds, assets and equities. The ED works with certified tax professionals to prepare the annual Form 990 and maintains the overall good status of the 501c3 nonprofit organization with the US Federal Government, State of Hawaii, County of Kauai, and private foundations. Oversees all documentation sent out by the organization including rental contracts, staff offer letters, fundraising awards, grant applications.

Works with Program Directors to oversee the budget ensuring that all funds are allocated appropriately and that the financial decisions align with program goals and objectives. Maintains a level of communication through weekly meetings with directors for any programmatic changes, calendar of the youth schedule and events, and any budgetary needs. Works directly with the other members of the organization including the board of directors and other key stakeholders to ensure that the financial resources

are used effectively and efficiently, ultimately ensuring the financial sustainability and overall success of the organization.

Sarah has a fundraising background and skills to strategize fundraising campaigns through digital and tactful design, release and execution of communication, and follow through of results within online platforms, websites, email marketing tools, local marketing vessels as well as in global fundraising communities.

Human Resources Manager & Program Manager (KSEIP) | Christopher Osborn

Chris has joined the Keala family within the past year and brings over a decade of professional experience in the behavioral healthcare and human resources fields to our grassroots organization. As Keala continues to grow and reach new members of the community, it has become essential that updated policies, procedures and training are implemented to ensure the best possible services for the youth of Kauai. Chris understands that change must begin within, and has worked hands-on with the Keala employees to create a more cohesive and passionate team who are all working toward the same goal. Although Chris is not originally from Kauai, he embodies the cultural values of the island and has quickly grown to be a valuable member of both his community here at Keala and the island at large.

Chris' role at Keala encompasses a wide range of responsibilities aimed at enhancing the organization's human resource systems and fostering a positive work environment. He develops and monitors HR strategies that align with Keala's overall foundation objectives, ensuring that employee relations are strong and productive. By managing the recruitment process in collaboration with key team leaders, Chris ensures that the right talent is brought into the organization. His commitment to nurturing a positive workplace culture is evident in his oversight of performance appraisal systems that drive high commitment and in his assessment of training needs to optimize team development.

In addition to these operational duties, Chris emphasizes effective communication across all levels of the organization. His ability to engage with staff, program participants, and the public reflects his dedication to maintaining professionalism and confidentiality. With a strong adherence to Keala's Vision and Mission, Chris demonstrates excellent organizational skills and the capacity to prioritize multiple projects, ensuring that HR practices remain compliant with relevant laws, including those related to medical privacy under HIPAA.

Marketing & Communications Manager | Youth Coach | Ratih Sutrisno

The Marketing & Communications Manager (MarComm/MCM) is to manage the organization's communications channels and digital platforms, including email, website, and social media accounts. It is important that the MCM is familiar with all programs, departments, activations, fundraising campaigns, and news to share about KF and has the ability to share that news or expose that voice on any platform we have through new sharing or updating current content. Keala's largest platform to communicate is through email marketing and social media. Crafting emails and sharing stories that allow our donors and supporters to connect to the mission of the Keala Foundation and in turn create engagement (donation conversion) with someone learning more about our work and what we offer. It is the MCM's role to be the megaphone and voice of KF and want to expose the most consistent and relative message.

A large part of this role is to share monthly or quarterly newsletters and donor communication on a Keala wide program level as well as on any fundraising events such as the UHTR. We have over 1500 people sign up for the event and want to keep everyone as informed as possible on their fundraising page, sign up and registration, and how they know the partners we want to recognize within the community.

MCM increases our ability to create, plan, and execute various new fundraising opportunities through events which promote KF and increase donor participation. They share the KF voice to local, county, state, and nationwide avenues. The MCM role works on designing collateral themselves or work with a trusted designer who knows the Keala Foundation brand aesthetic. Lastly, the MCM will oversee the print media of all thank you info, flyers, annual report sharing.

Youth Prevention & Intervention Program Roles (Direct Service)

Asst Program Manager (KSEIP) & Certified Recovery Coach | Isaac Silva

A born and raised Kauai boy is the steadfast leader for this group! Isaac supports the overall success of the KSEIP program by ensuring that goals and objectives are passionately met with precision. He oversees the daily operations of the intervention camp programs, including the management of peer recovery specialists, mentors, and coaches.

With a deep knowledge of self gained through his own personal recovery journey, Isaac brings not only expertise but also compassion and dedication to his role. His ability to blend program implementation with hands-on support ensures that the Early

Intervention Program continues to make a lasting, positive impact on the youth and families we serve. Isaac's leadership extends beyond systems; he fosters an atmosphere of collaboration and continuous improvement for the work he dedicates his time to daily. He regularly engages with the team to discuss challenges, brainstorm solutions, and make necessary adjustments to improve the program. Whether it's through his oversight of program operations over 30 days or ensuring that the team remains on schedule, Isaac consistently prioritizes the well-being and success of both the participants and his coworkers.

Prevention Program Manager & Certified Recovery Coach | Emily Miller

This position is in place to keep all youth classes that are a part of the Keala Foundation well organized, engaged, and connected throughout the island and community and most important to provide every child an environment where they belong and know they are loved. Emily accomplishes this by her presence in the gyms, coaching, recruitment/ training of new coaches, teamwork, leadership, and innovative ways to improve the program at large.

The Prevention Program Manager guides daily program implementation and offers insight about the strategic direction of the program, oversees all day to day operations in the facilities and ensures the program runs smoothly and efficiently through checklists in each location and regular check ins with the youth coaches. They complete program schedules that fit for each community and facility as well as all coaching schedules across all locations island wide. Tracks youth program attendance for safety, efficacy of the program, results driven decision making, and grant reporting purposes in the software that parents use to sign their children up, Xplor Triib. Maintains an open line of communication with all parents of youth in the program to updates on schedules, any extra curricular activities during summers or breaks, as well as major events happening and latest Keala news. The PPM organizes and supports the Wellness Week Assessments to coordinate volunteers for each location.

Emily loves children and knows the importance of the work we do to be offered in a fun, engaging way to keep kids involved and coming back. She has a heart for activity and energy and has taken on our extracurricular activities as well through the Youth Engagement Program.

Affiliate Manager of Programs | Jared Miller

The Affiliate Manager (AM) serves and operates as a main facilitator of staff and member culture and atmosphere within the class setting and the training experience at large for athletes at all Keala facilities. Serves as a first line of communication between the CrossFit athletes and their future in the community, and actively works to ensure that each athlete's training experience leaves them feeling welcomed and heard, but also challenged and held accountable, safely through class. Responsible for the management of facilities day to day, and growing a culture of training that moves athletes closer to health, and upholds KF mission and values. It is important that the AM can coach a CrossFit class at any location, lead the coaches at all locations, make decisions for schedules and shift work based on hourly coaches availability and takes initiative with strong communication skills. Some members discuss personal health and fitness goals with their coach and the AM needs to uphold this level of confidentiality.

Responsible for programming workouts and submitting all updates to Xplor Triib as well as scheduling all coaching staff hourly work shifts. The current AM is working through year 2 of a training course to improve his quality of coaching.

Youth Prevention Coach & Certified Recovery Coach | To Be Hired x 2 people

The Keala Foundation Youth CrossFit coach serves as the first line of interaction between Keala and the family. It is expected that each coach on staff behaves as such, and takes seriously the responsibility they hold in supporting Keala's mission to build healthy communities that support the youth of Hawaii and is a fun, loving, energetic person to engage with kids and their families.

As the primary facilitator of Keala's affiliate culture and prevention programs within the hour, the Youth Coach will uphold an appropriate degree of professionalism and preparedness in an effort to ensure that the class environment delivers a training experience where each athlete feels welcomed and heard, but also challenged and held accountable. Coach will lead the room, sometimes with volunteers, and deliver the word of the day in a quiet, respectful way that can initiate conversation in a transparent way. Coach shares their personal experiences or perspective of the word in hopes that the youth will want to share.

Coach is then expected to coach the CrossFit class as safely and timely as possible. It is expected that Coaches know modifications to movements to support any physical level a child is at. All kids coaches have a voice in our leadership and weekly meetings as they are on the frontlines of our work and can help with the most insightful changes or feedback.

2. Organizational 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.

ATTACHED

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.

Founder, Chief of R&D - \$80,000

Executive Director & Finance Manager - \$70,000

HR Manager & KSEIP Program Manager - \$62,500

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.

No 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 requirements for license or accreditation related to our programs, however, in an effort to organize and structure our offerings, we have completed several trainings and certifications over the past year, including an intensive Recovery Coach training, which provided all pertinent staff with a certification by the nationally recognized Connecticut Community for Addiction Recovery (CCAR). Additionally, our team was educated and trained in the use and distribution of NARCAN, the life-saving

opioid overdose reversal medication. We also ensured all staff received both CPR and First Aid Certifications from the American Red Cross. Internally, we continue to complete thorough background checks annually for all staff and volunteers who engage with our community to put an emphasis on creating the safest possible environment for our youth and team.

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

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

KF programs are strategically designed to ensure sustainability beyond the grant funding cycle. We have established strong partnerships within the community and with financial donors, and our operational model relies on a diverse set of resources and support systems.

KF collaborates closely with community youth service agencies experienced in drug prevention, crisis and behavioral intervention, as well as mental health care. We also engage trained physical fitness coaches and cultural specialists who are dedicated to participating in our program. These collaborations represent a robust network of expertise that enriches our offerings.

KF derives a significant portion of its funding from various sources, emphasizing our commitment to sustainability. Approximately 45% of the annual budget, comes from individual donations, support from neighboring community businesses, private foundation donors, and the proceeds of our annual fundraisers. This diverse funding base reflects the strong commitment of our community to our cause. To ensure the continued success of our programs, we have a dedicated board of seven members, most of whom personally commit to providing financial support when grants and private donations may fall short. This board support serves as a crucial safety net, reinforcing our commitment to serving the youth of Kauai.

Our largest annual fundraiser, the Ultimate Hawaiian Trail Run, generates approximately \$250,000, which is distributed among all KF programs. This funding source reinforces our confidence that our free youth intervention and prevention programs will persist beyond the State of Hawaii Grant In Aid funding.

Additionally, KF is actively pursuing grant opportunities from private foundations, county support, and federal grants, ensuring a frequent and consistent stream of funding. These efforts are aimed at diversifying our funding sources further, solidifying our sustainability for the long term.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2025 to June 30, 2026

Applicant: Ultimate Hawaiian Trail Run Foundation Inc dba Keala Foundation

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		225,850	89,780	78,581	250,600
2. Payroll Taxes & Assessments		27,102	9,327	7,419	30,072
3. Fringe Benefits		9,034	3,109	2,473	10,024
TOTAL PERSONNEL COST		261,986	102,216	88,473	290,696
B. OTHER CURRENT EXPENSES					
1. Airfare, Inter-Island					
2. Insurance		4,500		1,200	6,500
3. Lease/Rental of Equipment					
4. Lease/Rental of Space		67,785	26,000	30,000	102,735
5. Staff Training		4,214			6,000
6. Supplies			1,700	3,200	2,500
7. Telecommunication					
8. Utilities		11,515			11,600
9. Food: Meals for Youth Programs			23,460	14,000	
10					
11					
12					
TOTAL OTHER CURRENT EXPENSES		88,014	51,160	48,400	129,335
C. EQUIPMENT PURCHASES					
D. MOTOR VEHICLE PURCHASES					
E. CAPITAL					
TOTAL (A+B+C+D+E)		350,000	153,376	136,873	420,031
SOURCES OF FUNDING			Budget Prepared By:		
(a) Total State Funds Requested		350,000	Sarah Braunsdorf 714-458-9342		
(b) Total Federal Funds Requested		153,376	Name (Please type or print) Phone		
(c) Total County Funds Requested		136,873	Jan 16th 2025		
(d) Total Private/Other Funds Requested		420,031	Signature of Authorized Official Date		
TOTAL BUDGET		1,060,280	Sarah Braunsdorf Executive Director		
			Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2024 to June 30, 2025

Applicant: Ultimate Hawaiian Trail Run Foundation Inc dba Keala

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Founder Chief of Relationships & Development	1	\$85,000.00	50.00%	\$ 42,500.00
Executive Director	1	\$80,000.00	70.00%	\$ 56,000.00
HR Manager Program Manager of (KSEIP)	1	\$72,500.00	10.00%	\$ 7,250.00
Asst Program Manager (KSEIP) & Certified Recovery Coach	1	\$55,000.00	10.00%	\$ 5,500.00
Prevention Program Manager (CF Kids & YEP)	1	\$48,000.00	70.00%	\$ 33,600.00
Marketing & Communications Manager Youth Coach	1	\$55,000.00	60.00%	\$ 33,000.00
Affiliate Manager of Programs	1	\$45,000.00	20.00%	\$ 9,000.00
Youth Prevention Coach & Certified Recovery Coach	0.38	\$19,500.00	100.00%	\$ 19,500.00
Youth Prevention Coach & Certified Recovery Coach	0.38	\$19,500.00	100.00%	\$ 19,500.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				225,850.00
JUSTIFICATION/COMMENTS: Funding requests show needs for areas in our operations, leadership, and program coaches and managers within the Keala Foundation personnel needed to be covered by this grant. Any remaining percentage that gets covered is either leveraged from another grant source, fundraising campaign, or private donor support. Without this team we would not be able to maintain the programs offered to the youth of Kauai. Grant in Aid 25-26 funding could help provide security to the Keala Foundation budget and programs by keeping the team supported. We move this mission forward together to make an impact island wide: Kekaha to Anahola!				

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Ultimate Hawaiian Trail Run Foundation Inc dba Keala Foundation

Contracts Total:

1,248,955

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii / Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	County of Kauai	12/01/2021 - 11/30/2022		County of Kauai	15,000
2	HOPE Hawaii Opioid Prevention & Education	04/01/2022 - 03/31/2023	Hawaii Rural Health Association	State	5,000
3	Adult & Adolescent Mental Health & Substance Abuse Communtiy Program Grants	11/01/2023 - 10/31/2024	Life Choices OPA	County of Kauai	389,079
4	OJJDP Mentoring for Youth Affected by Opioid and Other Substance Misuse	10/01/2023 - 09/30/2026	DOJ	U.S.	567,627
5	Kekaha Resident Scholarship HCB	01/01/2024 - 12/31/2024	Kekaha CAC Grant	County of Kauai	44,258
6	Microgrant for Food Security Program	01/01-2024-12/31/2025	Department of Ag	State	5,000
7	Keala Transportation Program	07/01/2024-06/30/2025	Kaua'i County Housing Agency Development Division (CDBG)	County of Kauai	107,918
8	Youth Mentorship and Engagement Camps (YMEC) pending/requested	07/01/2025-06/30/2026	Kaua'i County Housing Agency Development Division (CDBG)	County of Kauai	115,073
9					
10					
11					
12					
13					
14					

Keala Foundation				Outcome Timelines for Keala Intervention and Prevention Program																		
				2025						Grant Begins						2026						
PROJECTED PROGRAM MILESTONES & OUTCOMES				Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
KSEIP PROGRAM																						
Mentor recruitment of participants & screening and hiring (including background check, references, interview)																						
Referral and intake process for KSEIP Camp #1, Staff Trainings				X	X	X																
(#1) KSEIP Camp Phase 1 & Phase 2: serves 10 youth males ages 12-18 years Parent Support Groups and Individuual Therapy to take place for entire family and participant.						X	X															
Graduation Ceremony to showcase what the participants learned and accomplished in 30 days, celebrating with their families or loved ones. Awards and testimony sharing.							X															
Referral and intake process for KSEIP Camp #2, Staff Trainings							X	X														
(#2) KSEIP Camp Phase 1 & Phase 2: serves 10 youth males ages 12-18 years.									X	X												
Graduation Ceremony to showcase what the participants learned and accomplished in 30 days, celebrating with their families or loved ones. Awards and testimony sharing.										X												
Referral and intake process for KSEIP Camp #3, Staff Trainings									X	X												
(#3) KSEIP Camp Phase 1 & Phase 2: serves 10 youth males ages 12-18 years.											X	X										
Graduation Ceremony to showcase what the participants learned and accomplished in 30 days, celebrating with their families or loved ones. Awards and testimony sharing.												X										
Referral and intake process for KSEIP Camp #4, Staff Trainings											X	X	X									
(#4) KSEIP Camp Phase 1 & Phase 2: serves 10 youth males ages 12-18 years.													X	X								
Graduation Ceremony to showcase what the participants learned and accomplished in 30 days, celebrating with their families or loved ones. Awards and testimony sharing.														X								
Referral and intake process for KSEIP Camp #1 (2026), Staff Trainings																X	X					
(#1) KSEIP Camp Phase 1 & Phase 2: serves 10 youth males ages 12-18 years																		X				
Graduation Ceremony to showcase what the participants learned and accomplished in 30 days, celebrating with their families or loved ones. Awards and testimony sharing.																		X				
Referral and intake process for KSEIP Camp #2 (2026), Staff Trainings																		X	X			
(#2) KSEIP Camp Phase 1 & Phase 2: serves 10 youth males ages 12-18 years																				X	X	
Graduation Ceremony to showcase what the participants learned and accomplished in 30 days, celebrating with their families or loved ones. Awards and testimony sharing.																					X	
Mental health support services (CSAC, MFT, AA, CoDA and Alanon)				X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
PREVENTION PROGRAM KEALA KIDS CROSSFIT & YOUTH ENGAGEMENT																						
Free Afterschool Programs, held two times daily (age group specific), Mon-Thu at 4 locations island wide (Anahola, Lihue, Kekaha, Lawai) 28 opportunities per week are offered.				X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Quarterly coaching meetings per location are conducted to recognize needs for facilities and maintain high quality coaching to stay consistent mentors for youth.					X			X			X		X			X			X			
Scheduling/Programming Meetings for upkeep in programming to meet the needs of youth								X				X				X				X		
Biannual Assessments 1 week long/location for physical, cognitive, emotional benchmarks							X					X						X				
Youth Engagement Program: Two weekends/month at different locations: Community service projects, island excursions, & non-profit learning opportunities, holiday celebrations and school break milestone parties				X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
KEALA TRANSPORTATION PROGRAM																						
Recruit and hire two vetted drivers				X	X																	
Regular vehicle inspections every 5000 miles.						X						X						X				
Offer daily pick up and drop offs for all program participants					X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Weekly attendance increases from 50 to 130 youth with at least 51% being from low- moderate income households and attendance increases from 500-700 youth													X	X	X							

KEALA FOUNDATION

Felipe Gomez-Kraus
Justin VandenAkker
Traci Bates
David Newman
Aaron Hoff
Scott Perkins
Jason & Betty Regan

BOARD OF DIRECTORS

Sarah Braunsdorf

EXECUTIVE DIRECTOR
FINANCE

HR Manager
Chris Osborn

Aaron Hoff

FOUNDER
R&D

Jared Miller

Affiliate Manager
Head Adult Coach

Emily Miller

Youth Programs Manager
Head Youth Coach

Ratih Sutrisno

MarComm Manager

Chris Osborn

KSEIP Program
Manager

Bertram Almeida

Community Relations
UHTR

Kekaha Manager
Tasha Yamamoto

Anahola Manager
Bronson Lovell

Adult Coach

Adult Coach

Adult Coach

Youth Coach

Youth Coach

Youth Coach

**Transportation Program
Drivers**

**Transportation Program
Drivers**

Social Media Manager
Nicole Leyendeckers

**Multidisciplinary
Team**

**CSAC/LMFT
(YWCA)**

**SUD Counselor/
Parent Support**

Cultural Specialist

**Chef & Nutrition
Specialist**

**APM/Lead Peer
Recovery Mentor**
Isaac Silva

**Peer Recovery
Support Mentor**

**Peer Recovery
Support Mentor**

**Peer Recovery
Support Mentor**

**Peer Recovery
Support Mentor**

LOCATIONS

*CrossFit Poipu - Lawai
*CrossFit Kekaha - Kekaha
*CrossFit Anahola - Anahola
*Kauai CrossFit - Lihue
Kahili Mountain Park - Omao
Omao Track - Omao
Keala HQ/Stonehouse - Poipu

Aaron Hoff

Passionate community leader and advocate specialized in creating safe environments empowering youth to regain control of their lives through self reflection, social engagement & physical activity

PO Box 761
Lawai, HI 96765
(808) 652-5330
aaron@kealafoundation.com

PROFESSIONAL EXPERIENCE

Keala Foundation, Kauai, HI — Founder | Chief of Relationships & Development

2013 - PRESENT

- Creates and implements fundraising and community service projects
- Manages the day-to-day program operations alongside the Executive Director
- Serves as a liaison for donors and the foundation and the community
- Builds new facilities as needed to allow for expansion of organization and program services
- Provides in-person mentorship for youth and families involved in all programs

Hoff Enterprises LLC, Kauai, HI — Founder

2001 - PRESENT

- Self-owned construction company servicing Kauai to create safe, healthy and supportive environments for the youth of the island

EDUCATION & CERTIFICATIONS

CCAR, Certified Recovery Coach

JANUARY 2025

Including education on and certification for the Ethical Considerations for Recovery Coaches

Malama Pono, NARCAN Training

October 2024

Including the proper use and storage of the medication

American Red Cross, CPR & First Aid Certification

September 2024

Kauai High School, High School Diploma

1993

AWARDS & ACCOMPLISHMENTS

Outstanding Community Service Award, 2023 Hawaii Narcotic Officers Association

Founded of the Keala to Success Early-Intervention Program, 2021 Developed & launched first of its kind program for at-risk youth on Kauai

Founded Community Support Recovery Meeting, 2000 Peer support meeting has run weekly consistently for 25 years and is open to all residents and visitors of Kauai, regardless of what they are recovering from

FUNDRAISING ACCOMPLISHMENTS & BENCHMARKS AVAILABLE UPON REQUEST

SARAH L. BRAUNSDORF

CONTACT

- 📞 714-458-9342
- 📍 Koloa, HI (Kauai)
- ✉ sarah@kealafoundation.com
- 🌐 www.linkedin.com/in/sbraunsdorf

EDUCATION

UNIVERSITY OF CALIFORNIA, IRVINE 2010-2012

- Bachelor of Science in Psychology & Social Behavior
- Minor in Education

ORANGE COAST COLLEGE

General Education 2008-2012

CERTIFICATIONS

CERTIFIED RECOVERY COACH, CCAR

January 2025

ETHICAL CONSIDERATIONS FOR RECOVERY COACHES, CCAR

January 2025

CPR & FIRST AID TRAINING, AMERICAN RED CROSS

September 2024

CROSSFIT LEVEL 1 CERTIFIED COACH

2015-present

SEXUAL HARASSMENT & ABUSIVE CONDUCT

2019-present

SALESFORCE UNIVERSITY

Administrator - Profit & NonProfit

VOLUNTEER MANAGEMENT

2014

SKILLS

- Executive Leadership
- Strategic Planning
- Financial Management
- Company wide softwares use
- Grassroots Fundraising
- Build and maintain relationships
- Program Management
- Content Development
- Grant Management
- Event Planning

ABOUT ME

Aloha! I am a young female professional in the nonprofit and philanthropic world. I believe in doing great work to support an entire community and that with teamwork we can accomplish anything. I am a fitness go'er and also walk around town with my two Golden Retriever puppy brothers! I grew up in Southern California and have been on Kauai for 4 years learning about the beauty of giving and the spirit of the Aloha.

WORK EXPERIENCE

EXECUTIVE DIRECTOR

Keala Foundation - Nonprofit Organization (2019-Present)

- Manage employee operations, Program Directors/Managers and financial budgets of the org
- Lead a team of professionals with empathy and exemplify hard word and passion
- Provide updates and reports directly to the Board of Directors and lead meetings
- Expertise in fundraising campaigns and marketing for all events, programs, projects.
- Execute large fundraising events and maintain donor relations

GIVING ASSISTANT PROGRAM DIRECTOR

Barbells for Boobs (2017-2019)

- Increased world-wide fundraising dollars within the CrossFit affiliate community through a peer-to-peer fundraising software.
- Managed the Giving Team Budget and Program Coordinators
- Developed the fundraising incentives to increase involvement

DATA INNOVATION MANAGER

Barbells for Boobs (2015-2017)

- Built a fundraising database and organized the org wide CRM software through legible and relatable ways to operate.
- Managed fundraising incentives worldwide through innovative strategies to increase donor retention

DONOR SUPPORT & FUNDRAISING COORDINATOR

Barbells for Boobs (2013-2015)

- Managed all donor support needs through ZenDesk and Classy softwares to increase relationships with donors and fundraisers.

CONTRACTED WORK

LOUD & LIVE EVENTS

San Diego, CA & Miami, FL (2019)

Led community relations amongst participating communities within the CrossFit space. Goals to increase community buy in for a successful event to be held for fitness competition.

REDBULL PRODUCTIONS

Salt Lake City, UT (2019)

Public Relations for Redbull during Redbull 400 in Park City, UT

CHRISTOPHER A. OSBORN

4350 Kai Ikena Dr
Kalaheo, HI 96741

(303) 902-4888
Chris.A.Osborn@gmail.com

SUMMARY OF SKILLS

- Proven leadership record in managing and motivating a team that leads to recognizable performance
- Demonstrated ability to grow quickly in organizations through outstanding individual performance, from entry to management positions
- Comfortable dealing with high-stress situations and deadlines
- Excellent team-building skills that lead to committed teams with low turnover
- Ability to prioritize and multitask; superb attention to detail
- Responsive to management request for job flexibility
- Superb communication skills and capacity to self-motivate

PROFESSIONAL EXPERIENCE

- Keala Foundation**, Lawai, HI February 2024-Present
Program & Human Resources Manager
- Work alongside Program Director and Executive Director to ensure early intervention program compliance and efficacy
 - Developed and launched the Human Resources Department, including implementation of new policies, updating the employee handbook and conducting one-on-one meetings with employees to develop a more cohesive company culture
 - Work with the families of the early intervention program, both in group and individual sessions, to provide wraparound care
 - Assist senior management in budgeting and grant application process
 - Conduct educational and recovery classes and groups at the early intervention camp for the youth participants
- Peak Psychological Services**, Santa Monica, CA September 2020 2018-January 2024
Program Coordinator
- Responsible for all scheduling matters for both the IOP program & our owner's private practice
 - Processed payroll for the company monthly
 - Created filing system to store all invoices to ensure accuracy and compliance with state and federal requirements
 - Completed all client billing, including invoicing and superbills
- AmHealth Behavioral**, Los Angeles, CA June 2018-December 2020
Director of Human Resources
- Maintain the work structure by updating job requirements and job descriptions for all positions
 - Manage employee benefit programs and inform employees of options based upon their needs
 - Investigate employee grievances & counsel employees and supervisors as needed
 - Responsible for the hiring and termination processes, including interviewing and conducting exit conferences
 - Process and review payroll for over 100 employees bi-weekly
- 310 Recovery/Overland IOP**, Culver City, CA June 2017-December 2020
Director of Operations & Programming
- Work directly with a mental health population and developed curriculum for the mental health IOP program
 - Management of all programs, including supporting the mission, philosophy, and implementing of program standards
 - Implementation of new policies and procedures to ensure client and staff success and satisfaction
 - Conduct client and staff interventions to assist in their motivation and development

EDUCATION

- Certified Recovery Coach**, CCAR January 2025
- First Aid & CPR Certification**, American Red Cross September 2024
- Regis Jesuit High School**, Aurora, CO, High School Diploma 2005

PROFESSIONAL & CHARACTER REFERENCES AVAILABLE UPON REQUEST

RATIH SUTRISNO

2658 Hoonani Rd
Koloa, HI 96756
ratihsutrisno@gmail.com
651.239.8295
@ratihsutrisno

CERTIFICATES

Connecticut Community For
Addiction Recovery

Certified Recovery Coach

January 2025

Ethical Consideration for
Recovery Coaches

January 2025

American Red Cross

CPR and First Aid

September 2024

CrossFit, LLC.

Level 2 Trainer Certificate

December 2020

Level 1 Trainer Certificate

July 2018

American Council on Exercise

ACE Certified Personal Trainer

September 2019

EDUCATION

University of Minnesota

Twin Cities

Bachelor of Science

August 2012 - May 2016

- Major in Environmental Education and Communication
- Minors in Interdisciplinary Design and French

Higher Education Consortium for
Urban Affairs

- New Zealand Culture and the Environment: A Shared Future
Fall 2014 Program
- Environmental Sustainability: Science, Public Policy, and Community Action
Fall 2013 Program

NONPROFIT EXPERIENCE

Keala Foundation Kauai, HI

Marketing & Communications Manager August 2024 - present

- Crafted and implemented communication strategies to connect donors and supporters to the Keala Foundation's mission, resulting in increased engagement and donations.
- Maintained the organization's website and public-facing platforms, ensuring accuracy and alignment with brand messaging.
- Collaborated with Prevention & Intervention teams to develop impactful storytelling and donor communications, including newsletters and campaign materials.
- Represented the organization at events, fostering community engagement and enhancing donor relationships.

Forging Youth Resilience Denver, CO

Director of Development and Communications May 2021 - August 2024

- Co-coordinated a week-long youth leadership camp – from volunteer organizing, to on-site coaching, and program follow-up.
- Designed and launched a total rebrand, equipping the organization with a compelling new website, branded templates, and member resources.
- Engaged in routine communication with 10,000+ subscribers by writing and publishing annual reports, writing a monthly newsletter, and managing social media channels—continually growing a base of active followers.
- Mentored youth and championed their input by supporting the Youth Advisory Committee and supervising high-school interns.
- Served as a spokesperson for the organization at Wodapalooza, The CrossFit Games, and local competitions to connect with and inspire the fitness community with a nonprofit mission.

Transition United States Sebastopol, CA

Director of Communications July 2019 - May 2021

- Improved the efficiency of a small staff team by implementing a system to research, construct, and present funding proposals to 15+ foundations.
- Planned and hosted online fundraising events including peer-to-peer giving training, and the organization's first virtual gala—raising 30% of our year-end fundraising goal in one night.
- Built the national network's first CRM, streamlining online contributions and communication channels with 171 local initiatives.

New Economy Coalition Cambridge, MA

Youth and Frontline Grantmaking Committee Member May 2017 - December 2019

- Served on a committee tasked with allocating \$84,000 in resources for 90+ projects led by youth and frontline organizations doing transformative work.
- Composed grantee success stories into powerful campaign materials.

North American Students of Cooperation Chicago, IL

Director of Community Engagement December 2016 - June 2019

- Worked in close collaboration with the board fundraising committee to develop and coordinate all annual fundraising campaigns including individual giving, special events, and corporate sponsorship.
- Secured sponsors to fund a low-income scholarship endowment, leading to 160+ scholarships awarded to individuals with financial hardship and marginalized identities.
- Synthesized stakeholder visions to develop and roll-out a new organizational brand and comprehensive communications strategy, ensuring consistency across all platforms.
- Collaborated with freelance photographers and artists from within our network to curate a library of original high-resolution images and graphics.
- Drove member engagement by highlighting the stories of members, alumni, board members, movement leaders, and partners.

RATIH SUTRISNO

2658 Hoonani Rd
Koloa, HI 96756
ratihsutrisno@gmail.com
651.239.8295
@ratihsutrisno

SKILLS

- Salesforce
- CiviCRM
- MailChimp
- WordPress
- Drupal
- Squarespace
- Adobe Illustrator
- Adobe InDesign
- Canva
- Later
- Instagram
- Facebook
- Twitter
- YouTube
- Google Drive
- Zoom
- Wodify
- SugarWOD

Higher Education Consortium for Urban Affairs Minneapolis, MN

Student Advisor December 2015 - December 2016

- Pioneered the organization's alumni ambassador program to collaborate on annual fundraising campaigns, alumni data processes, prospect research, and donor events.
- Represented the organization as a public speaker promoting programs for hands-on education with various stakeholder groups.
- Built impactful relationships with students by serving as the primary mentor for those seeking individualized support and engagement opportunities beyond the classroom.
- Matched and supported 80 youth interns with mission-aligned host organizations for meaningful educational experiences.

CROSSFIT EXPERIENCE

Keala Foundation Kauai, HI

Kids Coach February 2023 - present

- Fostered a positive and inclusive environment that encouraged teamwork, confidence, and healthy lifestyle habits among young participants.
- Educated children on physical fitness and overall well-being using the Keala Curriculum, promoting a holistic approach to health.
- Ensured participant safety by maintaining vigilance and demonstrating proper form and technique during activities.
- Supported community wellness events and initiatives through collaboration with fellow coaches and the Keala Foundation team.
- Maintained detailed records of attendance, progress, and achievements to monitor individual growth.

Mettle Fitness - Home of Bronzeville CrossFit Chicago, IL

Coach July 2018 - February 2023

- Leveraged the power of unity, camaraderie, and competition to cultivate an inclusive and supportive community at the only 100% Black-owned CrossFit gym in Chicago.
- Utilized CrossFit methodology in the Bronzeville neighborhood to provide South Side residents access to fitness options previously not readily available to them.
- Hosted community fitness events to foster ongoing relationships with mission-aligned groups such as Jack and Jill of America—an organization dedicated to nurturing future African American leaders by strengthening children through leadership development.

The Foundry - Union Station CrossFit Chicago, IL

Client Success Manager, Coach November 2019 - June 2020

- Built and maintained relationships with busy working professionals through daily coaching and communication—helping members navigate their health in the face of the COVID-19 pandemic.
- Created a dynamic content calendar and posting schedule with 7+ posts a week relating to member spotlights, blog posts, and coaching tips.
- Coached and tracked athletes through the various stages of their journeys, from holding members accountable to conducting strategy sessions, to celebrating PRs.

CrossFit Commitment Chicago, IL

Coach August 2018 - January 2020

- Provided a welcoming approach to CrossFit by scaling for all fitness levels with a membership of newer athletes in Pilsen, a predominantly working-class Hispanic and Latinx neighborhood.
- Increased access to local services by partnering with physical therapists, boutique fitness studios, and member-owned businesses.
- Designed and coordinated sales of branded apparel and merchandise to meet client desires.

Isaac Kekoa Silva

Program Manager & Certified Recovery Coach

4424 Punee Rd Apt C

Koloa, HI 96756-8636

(808) 652-5708

Isaackekoasilva@gmail.com

PROFESSIONAL SUMMARY

Experienced mentor, team leader and public speaker with considerable cross cultural experience working with a wide range of nationalities in multiple capacities.

EXPERIENCE

Keala Foundation, Koloa, HI - *Program Manager*

February 2024-Present

- Manage a team of staff and volunteers during intervention camps for at-risk youth
- Create and implement camp schedule for staff and participants
- Develop and build relationships with youth and their respective families

The Littel Gym, Lexington, KY - *Program Director*

March 2022-February 2024

- Assist in leading and managing a team of 5-8 part time staff
- Successfully created projects and oversaw execution
- Developed communication skills with a diverse clientele

CrossFit Stonehill, Amman, Jordan - *Head Coach*

November 2018-March 2021

- Organized and supervised well-executed programs to help members develop physical health and social engagement
- Responsible for coaching development and education

EDUCATION & CERTIFICATIONS

Certified Recovery Coach, CCAR - *January 2025*

Ethical Consideration for Recovery Coaches, CCAR - *January 2025*

CPR & First Aid Certification, American Red Cross - *September 2024*

SKILLS

- Proficient in Arabic
- Public speaking
- Management of diverse teams

EMILY MILLER

✉ emily@kealafoundation.com

☎ 7167961365

📍 Kapaa, HI 96746

PROFESSIONAL SUMMARY

Organized and dependable teacher devoted to promoting learning and enhancing individual potential. Skillful in directing environments and enhancing student behavior through positive and forward-thinking approaches. Caring relationship-builder with analytical mindset and good decision-making skills. Willingness to take on added responsibilities to meet team goals.

SKILLS

- Student Engagement
- Small Group Instruction
- Administration Knowledge
- Program Scheduling
- Problem Solving
- Policy Implementation
- Lesson Planning
- Differentiated Instruction

EDUCATION

Indiana Wesleyan University
Marion, IN • 05/2017

Bachelor of Science: Elementary Education And Exceptional Needs

CERTIFICATIONS

- Certified Recovery Coach, CCAR
- Ethical Consideration for Recovery Coaches, CCAR
- CPR & First Aid Certification, American Red Cross
- Certified CrossFit Level 1 Trainer
- Hawaii State Teaching License
- Certified Crisis Prevention Intervention (CPI)
- McKinney Vento Training
- MTSS/RTI in a second year school

WORK HISTORY

Keala Foundation - Program Manager

Kauai, Hawaii • 01/2022 - Current

- Provided ongoing direction and leadership for program operations.
- Developed and implemented program goals and objectives, establishing specific and measurable outcomes aligned with organization's overall mission.
- Scheduled and supervised staff meetings to discuss new ideas and update participants on program details and milestones.
- Developed and implemented program policies and procedures.

Kauai Christian Academy - 1st Grade Elementary Teacher

Kauai, Hawaii • 06/2018 - 06/2022

- Built positive relationships with parents to involve families in educational process.
- Taught students subject-specific material, learning strategies, and social skills.
- Collaborated with administrators on classroom policies, management strategies, and discipline.
- Prepared materials for lessons, assignments, and assessments, and evaluated, corrected and graded student performance to identify gaps in skills or knowledge and set realistic goals.
- Worked one-on-one with students to determine strengths, weaknesses, and learning patterns.

ACE Prep Academy - 1st Grade Lead Teacher

Indianapolis, IN • 06/2017 - 06/2018

- Communicated student progress, academic difficulties, or behavioral concerns to parents, guardians and administration using tact and professionalism to improve student academic performance.
- Helped students develop self-esteem and life skills by fostering healthy conflict-resolution, critical thinking, and communication.
- Developed and implemented discipline strategies to maintain classroom order.
- Adapted lessons to differentiate instruction and meet students' diverse learning needs and abilities.
- Kept classroom clean, organized, and safe for students and visitors.