

## 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

  
Jadeen Tuinei (Jan 21, 2026 15:55:31 HST)  
AUTHORIZED SIGNATURE

Jadeen Tuinei  
PRINT NAME AND TITLE

21/01/2026  
DATE

# Application for Grants

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

## **I. Certification – Please attach immediately after cover page**

### **1. 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, 2025.

### **2. Declaration Statement**

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

### **3. Public Purpose**

The Ark of Safety Christian Fellowship is requesting \$500,000 to build a certified commercial kitchen and classrooms to provide the Waianae Coast community with skill setting programs; workforce development, job readiness, trade-skills training, and supportive services that increase employability and household stability for underserved residents on the Wai'anae Coast.

## **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;**

Ark of Safety is a West O'ahu based faith-rooted community anchor serving individuals and families on the Wai'anae Coast through comprehensive, relationship-centered programming. In addition to workforce and recovery-adjacent support, Ark of Safety is deeply committed to building strong families as a foundation for long-term community stability.

Ark of Safety currently provides marriage enrichment classes, parenting education, youth and children's programs, discipleship training, and 12-step spiritually grounded recovery journeys, all designed to strengthen households, promote accountability, and restore identity and purpose. These family-centered

services operate alongside clean-and-sober support meetings and weekly gatherings in partnership with local churches at an additional site.

Ark of Safety also maintains an active partnership with Representative Chris Muraoka, who has a joint partnership with ClimbHi, strengthening workforce alignment and access to training pathways. Through this partnership, Ark of Safety will utilize its classrooms as a training hub for local trades, job readiness, and employment opportunities, ensuring community members can access skills development without leaving the Wai'anae Coast.

2. The goals and objectives related to the request;

Ark of Safety requests \$500,000 in Grant-in-Aid funding to build a Certified Commercial Kitchen and training classrooms that will serve as a no-cost, community-based training and family-support center.

Primary Objectives (FY2027):

- Build and certify a commercial kitchen that supports:
  - Workforce skill development
  - Food safety and kitchen-based training
  - Meal preparation for homeless outreach and community programs
- Construct multi-purpose classrooms to host:
  - Trade and job-training programs in partnership with ClimbHi and other workforce partners
  - Marriage classes, parenting education, youth and children's programming
  - Discipleship training and recovery-support programs
- Ensure all programs supported by this grant are provided at no cost to participants, eliminating financial barriers for underserved families
- Establish structured job readiness, job development, and placement pathways
- Strengthen family stability, household accountability, and workforce participation through integrated services

3. The public purpose and need to be served;

The Wai'anae Coast faces persistent challenges related to employment access, family instability, food insecurity, and limited proximity to certified training facilities. Many residents encounter barriers such as transportation limitations,

recovery needs, justice-system impact, and gaps in job readiness - often compounded by fragile family systems.

Ark of Safety addresses these challenges through a holistic, family-first model grounded in accountability, responsibility, and community restoration. The organization's mission is not only to prepare individuals for employment, but to strengthen marriages, equip parents, support youth, and stabilize households, recognizing that thriving families are essential to a resilient workforce.

This grant serves a clear public purpose by:

- Providing no-cost workforce training and family-strengthening programs for underserved residents
- Expanding access to local trade training and job opportunities through ClimbHi and other partners
- Supporting food security and dignity by preparing meals for:
  - Homeless outreach
  - Marriage classes
  - Recovery and discipleship programs
  - Community outreach events
- Reducing long-term dependency by addressing both employment readiness and family stability

4. Describe the target population to be served; and

Primary participants include:

- Underemployed and unemployed adults in Wai'anae and West O'ahu
- Young adults who need career direction and job readiness skills
- Individuals re-entering the workforce after setbacks (including those in or connected to recovery support programs)
- Community members seeking structured skills-building, training, and job placement support

5. Describe the geographic coverage.

Primary service area: Wai‘anae Coast / West O‘ahu, with spillover support for nearby Leeward communities when capacity allows.

### **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;

The Certified Commercial Kitchen will be utilized as a multi-purpose community asset, supporting both workforce development and essential community services.

Kitchen uses include:

- Meal preparation for homeless outreach and food distribution
- Food support for participants attending:
  - Marriage and family-strengthening classes
  - 12-step spiritual recovery programs
  - Discipleship and leadership training
  - Youth and children’s programming
- Support for large-scale community outreach events
- Training exposure for kitchen-adjacent job skills and food safety awareness

The kitchen will function as both a training support tool and a dignity-centered service resource, ensuring participants can focus on learning, healing, and growth without food insecurity barriers.

Classrooms will be used to host:

- Trade and workforce training cohorts (ClimbHi and other partners)
- Job readiness workshops and employer engagement sessions
- Marriage enrichment and parenting education classes
- Youth and children’s development programs
- Discipleship training and recovery-support programming

All programs supported by this grant will be offered at no cost to participants, ensuring equitable access regardless of income or circumstance.

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

**Quarter 1 (Jul–Sep 2026): Plan and Mobilize**

- Hire Project Manager (PM), assign Site Director, activate admin support
- Confirm scope, obtain bids, finalize contractor selection
- Begin permitting/design refinement, initial procurement planning
- Finalize partner MOUs and program framework

**Quarter 2 (Oct–Dec 2026): Build Phase I**

- Construction mobilization; demo/framing/rough-ins (MEP)
- Classroom buildout begins; kitchen infrastructure work begins
- Begin employer/trade partner scheduling for future cohorts

**Quarter 3 (Jan–Mar 2027): Build Phase II and Certification Prep**

- Complete major construction, finishes, safety installations
- Equipment installation (as applicable)
- Inspections/corrections, certification readiness
- Pilot trainings (non-kitchen dependent) in classrooms as build completes

**Quarter 4 (Apr–Jun 2027): Launch and Stabilize**

- Commercial kitchen certified operational use
- First cohorts begin in classrooms and kitchen-based training components
- Data reporting cadence established; end-of-year program evaluation and sustainability transition

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

**Ark of Safety will monitor and improve performance through:**

- Weekly internal project check-ins (PM, Site Director and Contractor)
  - Monthly fiscal review (Financial Advisor and PM) to confirm allowable costs, reconcile invoices, and monitor burn rate
  - Participant progress tracking using standardized intake, attendance logs, training milestones, and placement records
  - Partner feedback loop: quarterly meetings with Climb High and trade partners to adjust curriculum, scheduling, and participant support
  - Continuous improvement: implement corrective actions when milestones slip, attendance declines, or placement rates need improvement
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.

**Facility / Capacity Outputs**

1. Commercial kitchen built and approved for certified use (Yes/No; date achieved)
2. Classrooms built and operational (Yes/No; date achieved)
3. Partner-led training sessions delivered on site

**Participant Outcomes**

4. 1,000 number of participants enrolled (unduplicated)
5. 500 completing job readiness training (completion count and rate)
6. 250 placed into employment or paid internship/apprenticeship
7. 30/60/90-day retention rate for placed participants
8. 250 participants earning measurable credentials (e.g., safety orientation)

completion, workforce readiness certificate, partner-issued certificates—based on partner program design)

## **IV. Financial**

### **Budget**

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.
  - a. Budget request by source of funds ([Link](#))
  - b. Personnel salaries and wages ([Link](#))
  - c. Equipment and motor vehicles ([Link](#))
  - d. Capital project details ([Link](#))
  - e. Government contracts, grants, and grants in aid ([Link](#))
  
2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2027.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$150,000	\$180,000	\$120,000	\$50,000	\$500,000

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2027.
  - Community donations (individual and corporate) – pending
  - In-kind partner support (instructional hours, volunteer support) – pending valuation
  - Private foundation support (workforce development, community revitalization) – to be pursued
  
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.

**N/A**

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 2027 for program funding.

**N/A**

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2025.

The balance of unrestricted current assets as of December 31,2025 is \$301,364.

## **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.

Ark of Safety has established credibility and trusted relationships across West O'ahu through ongoing community services, partnerships, and consistent weekly programming. Our organization has hands-on experience coordinating multi-stakeholder events and community-facing services, partnering with local churches and community programs that provide clean-and-sober support and structured weekly meetings. Our partnership approach (e.g., Climb High and others) demonstrates our capacity to coordinate services, align schedules, manage participant engagement, and maintain safe operations.

#### **Relevant capabilities for this request include:**

- Program coordination and safe-site operations
- Community engagement and participant recruitment/retention
- Partnership management with organizations delivering instruction and support services
- Fiscal oversight capacity (grant compliance, reporting structure, invoice controls)

### **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.

Ark of Safety currently operates community-serving space on the Wai'anae Coast and maintains an additional partner location used with local churches for clean-and-sober meetings and services. The requested funding will expand and improve facility capacity by building a certified commercial kitchen and classrooms within our center to support on-site training.

## **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.

**Site Director (Lead Operator):** Oversees daily site operations, safety, scheduling, partner coordination, and participant experience.

**Project Manager (PM):** Leads contractor engagement, timeline, milestones, deliverables, risk management, and grant coordination.

**Financial Advisor (Part-Time):** Oversees budget tracking, invoice review, documentation, and financial reporting support.

**Administrative Staff (2):** Participant intake support, scheduling, data entry, partner communications, file management, and reporting coordination.

### **2. Organization Chart**

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



### **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.

- Site Director: \$55,000 – \$75,000
- Project Manager: \$65,000 – \$90,000
- Financial Advisor (PT): \$40,000 – \$50,000 (part-time)

## **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.

**N/A**

### **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.

- Construction performed by appropriately licensed contractors.
- Commercial kitchen certification and inspection requirements will be met prior to program operations.
- Training partners will provide qualified instructors and any required credentials.

### **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.

The grant will be used for community workforce development and public-serving training and not to support a private educational institution.

### **4. Future Sustainability Plan**

The applicant shall provide a plan for sustaining after fiscal year 2027 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2027, but

(b) Not received by the applicant thereafter.

Ark of Safety will sustain operations after FY2027 through diversified funding and earned/community-supported strategies, including:

- **Partner-supported programming:** Trade partners deliver training cohorts on-site and may contribute instructor time, equipment access, or in-kind support.
- **Community fundraising and donor cultivation:** targeted campaigns for workforce development and community revitalization on the Wai'anae Coast.
- **Program revenue strategy (as allowable and appropriate):** modest fees for certain training cohorts (sliding scale) and community kitchen-use policies that support maintenance (with full compliance to grant requirements and nonprofit rules).
- **Ongoing grant pipeline:** pursue private foundations, workforce development funds, and additional county/state resources for continued programming.
- **Volunteer and church/community mobilization:** structured volunteer support for admin assistance, mentorship, and participant encouragement while maintaining professional oversight and safety.

**DECLARATION STATEMENT OF  
APPLICANTS FOR GRANTS PURSUANT TO  
CHAPTER 42F, HAWAII REVISIED STATUTES**

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawaii Revised Statutes:
  - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant is awarded;
  - b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
  - c) Agrees not to use state funds for entertainment or lobbying activities; and
  - d) Allows the state agency to which funds for the grant were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant.
  
- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
  - a) Is incorporated under the laws of the State; and
  - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant is awarded shall be conducted or provided; 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.

Ark of Safety Christian Fellowship

(Typed Name of Individual or Organization)

  
Jadeen Tuinei (Jan 21, 2026 15:53:44 HST)

(Signature)

21/01/2026

(Date)

Jadeen Tuinei

(Typed Name)

Administrator

(Title)

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2026 to June 30, 2027

Applicant: Ark of Safety Christian Fellowship

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			100,000	
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
TOTAL PERSONNEL COST			100,000	
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space			120,000	
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
TOTAL OTHER CURRENT EXPENSES			120,000	
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL			280,000	
<b>TOTAL (A+B+C+D+E)</b>	#VALUE!	#VALUE!	500,000	#VALUE!
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested		Jadeen Tuinei	808-352-3014	
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested			21/01/2026	
(d) Total Private/Other Funds Requested		Signature of Authorized Official Date		
<b>TOTAL BUDGET</b>		Jadeen Tuinei		
		Name and Title (Please type or print)		

Applicant: \_Ark of Safety Christian Fellowship\_

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY:2024-2025	FY:2025-2026	FY:2026-2027	FY:2026-2027	FY:2027-2028	FY:2028-2029
PLANS				10000		
LAND ACQUISITION						
DESIGN				20000		
CONSTRUCTION				240000		
EQUIPMENT				10000		
<b>TOTAL:</b>				280,000		
<b>JUSTIFICATION/COMMENTS:</b>						

