



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: HALE HALAWAI OHANA O'HANA LEI

DBA/Trade Name: HALE HALAWAI 'OHANA O HANA LEI

Issue Date: 10/09/2025

Status: **Compliant**

Hawaii Tax#: [REDACTED]

New Hawaii Tax#:

FEIN/SSN#: [REDACTED]

UI#: XXXXXX6147

DCCA FILE#: 91734

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, HAWAI'I 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, Hawai'i 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, Hawai'i Revised Statutes:

a) Is incorporated under the laws of the State; and

b) Has bylaws or policies that describe the manner in which the activities or services for which a grant is awarded shall be conducted or provided.

3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawai'i Revised Statutes:

a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and

b) Has a governing board whose members have no material conflict of interest and serve without compensation.

Pursuant to Section 42F-103, Hawai'i 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.

Hale Halawai 'Ohana O Hanalei
(Typed Name of Individual or Organization)



(Signature) January 22, 2026

(Date)

Kaylee Kim Interim Executive Director
(Typed Name) (Title)

Application for Grants

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

I. Certification – Please attach immediately after cover page

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

If the applicant is an organization, the applicant shall submit one (1) copy of a Hawaii Compliance Express Certificate from the Comptroller of the Department of Accounting and General Services that is dated no earlier than December 1, 2025.

**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](#).

Yes, the grant will be used for a public purpose under Section 42F-102, Hawaii Revised Statutes. The funds will be directed toward capital renovations and repairs at our Hale Halawai 'Ohana O Hanalei's (HHOOH) Community Center. This will benefit the community by providing essential services, such as our emergency Red Cross Center, supporting youth education and community facility use, and promoting the island's cultural heritage.

The grant will fund renovations to facilities that support our keiki programs, farmers' market, broader community activities and expand the emergency center. These improvements will improve access and safety at the facility, allowing North Shore residents and visitors to continue using it for vital community services that support community involvement, education, cultural sustainability, public health, emergency readiness and overall wellbeing.

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;
2. The goals and objectives related to the request;
3. The public purpose and need to be served;
4. Describe the target population to be served; and
5. Describe the geographic coverage.

1. Hale Halawai 'Ohana O Hanalei (HOOH) is a grassroots 501 (c)(3) non-profit organization founded in 1993 by deeply involved community members in response to a critical need on the North Shore of Kaua'i: a dedicated place for community to gather, talk story, organize and care for one another. HOOH became Hawai'i's first privately funded community center, growing out of a long-standing communal stewardship. Our name, Hale Halawai 'Ohana Hanalei, translates to "A house for the coming together of the extended family of Hanalei" a meaning that continues to guide purpose and operations.

Our mission is to create and sustain a gathering place for cultural education , community engagement and proactive action to support social, civic, and recreation activities that perpetuate the value of aloha and contribute to the long-term health of our community. Locally referred to as Hanalei's Cultural Community Center, our center serves as a hub for a variety of services, classes, programs, and events. These include Hawaiian cultural education, youth and community programs, public meetings, and intergenerational gatherings that strengthen cultural continuity and social cohesion. In addition, the facility serves as an emergency Red Cross shelter during severe weather events, a critical function given the vulnerability to flooding and road closures. HOOH currently serves as an administrator for subgrants to mitigate flooding, and increase resilience efforts. Collectively, the functions of Hale Halawai 'Ohana O Hanalei position itself not only as a cultural center, but as essential community infrastructure- supporting public safety, cultural perpetuation, emergency response and community resilience. HOOH is committed to strengthening local capacity, expanding partnerships, and ensuring that all people of Hanalei have a safe, accessible and culturally relevant place to come together for generations, all imbued with the Aloha spirit.

2. Goal 1: Secure a Capital Grant of **\$170,781.00** to complete critical renovations and repairs of existing buildings, enhancing our facilities to better serve the needs of our community, while meeting current standards of accessibility, safety, and operational readiness.

Objective 1: Expand and enhance an existing multifunctional space that accommodates a variety of community needs and activities, such as educational programs, workshops, cultural events, youth programs, self-defense classes, and community meetings. These essential improvements will directly expand our capacity to deliver essential community services while preserving a vital community asset that is already in place.

Goal 2: Increase community engagement by 30% within 12 months post-renovation, measured through attendance, program enrollment, and facility usage.

Objective 2: This growth will be achieved by expanding active outreach. Incorporating target social media campaigns, printed media in key locations, community fundraising events, and strategic partnerships with community members.

Goal 3: Strengthen and enhance the capacity of Hale Halawai 'Ohana O Hanalei to serve as an emergency Red Cross shelter during severe weather events providing safe shelter for residents and visitors stranded on the weather vulnerable Hanalei side.

Objective 3: Given the periodic, repeated flooding of the river and many road closures annually, many tourists and residents can find themselves stranded on the Hanalei side without housing or access to emergency services. This makes the provision of shelter

Our facility plays a central role in community emergency response and acts as a hub for services including the Red Cross, American Medical Response (AMR), Kaua'i Fire Department, and Kaua'i Police Department. Capital improvements will directly strengthen agency coordination and drastically reduce response time during an emergency. To address the current stranding of visitors during closures, the project will expand outreach through existing channels and establish new coordination pathways with the Kaua'i Visitors Bureau and other relevant agencies and businesses. This will ensure stranded visitors receive timely information, direction, and shelter, reducing public safety risks while minimizing negative economic impacts and reputational impacts in Hanalei.

3. The public purpose and need of this capital grant is to fund critical repairs and upgrades to Hale Halawai 'Ohana O Hanalei's existing buildings, ensuring the facility remains safe, accessible, and operationally ready for essential community initiatives. These upgrades are urgently needed to maintain structural integrity, improve accessibility, and ensure readiness for emergency use, particularly as the North Shore faces repeated flooding, road closures, and other severe weather events. Beyond emergency response, the facility fulfills essential ongoing public service functions in a rural community with limited alternative venues. These include hosting a weekly farmers' market that supports local agriculture and food access, providing safe and accessible space for youth programs and cultural education, and serving as a central location for community meetings, public events, and civic engagement activities.

Capital investment in this facility is necessary to preserve existing public infrastructure, address deferred maintenance, and ensure continued compliance with safety, accessibility, and operational standards. Without these improvements, the facility's capacity to deliver essential services - particularly during emergencies - would be significantly reduced, disproportionately impacting rural residents with fewer service alternatives.

This grant investment ensures the long-term viability of a critical rural community facility, strengthens emergency preparedness and response, and sustains essential services that directly support the public interest, resilience, and quality of life for residents of the North Shore of Kaua'i.

Our ongoing programs are integral to our community-focused efforts, each contributing uniquely to the enrichment and well-being of the public we serve. These are but a few of our community offerings:

Keiki (child) Program: This grant will support educational, cultural, and recreational development for keiki ages 5-18 in the rural Hanalei community, where access to youth development is limited due to isolation, transportation barriers, and the absence of comparable facilities on the North Shore. The Keiki Program provides structured, high-quality, results driven programming that supports youth development, cultural identity, and community involvement. Programs like our Halele'a Cultural Exploration Program (HCEP) summer program and Jr. Leaders offer safe, supervised environments nurturing skill-building and leadership. Classes include hands-on cooking, engaging art workshops, and the innovative Jr. Leaders program—the only one on Kaua'i—which equips middle school youth with leadership skills and prepares them for future workforce opportunities.

Farmers' Market: This grant will contribute to the ongoing success and sustainability of our Farmers' Market, a critical food access and economic resource for the rural North Shore

community. Capital funding will support necessary repairs and deferred maintenance, including parking lot, and physical infrastructure, facilitating safe and accessible spaces for vendors and visitors. This funding will also support the continuation of the Supplemental Nutrition Assistance Program (SNAP) and its Electronic Benefits Transfer (EBT) system. SNAP helps low-income individuals and families access nutritious food. Without safe and functional infrastructure, the market's ability to host SNAP/EBT services and serve vulnerable populations would be significantly compromised. By maintaining and strengthening the market, we are promoting sustainable agriculture, food security, public health, while *supporting local farmers and artisans and enhancing the overall well-being of our community.*

Community Facility Use: This grant will support the costs necessary to maintain and improve facility readiness for public use, ensuring the availability, safety, and accessibility of rental spaces that serve residents. This grant will also support compliance with applicable life-safety and facility safety standards, reducing barriers to participation for seniors, individuals with disabilities, and families with children. The facility can then serve as a central gathering place, where all are welcome, enhancing social cohesion and cooperative living.

4. The target population served by this Capital Improvement Project includes residents of the rural North Shore of Kaua'i, a geographically isolated area with limited access to public facilities, emergency services, and alternative community infrastructure due to frequent flooding and road closures. Primary beneficiaries include local families, youth, seniors, Native Hawaiian and long-time residents, and individuals with limited transportation options who rely on this centrally located facility for essential services, cultural education, food access, and civic engagement. The facility also serves emergency-impacted populations, including residents displaced during severe weather events and tourists stranded during river flooding, as a designated emergency shelter for the American Red Cross and a support site for American Medical Response.

5. The initiatives supported through this Capital Improvement Project provide island-wide benefit, with particular emphasis on serving the rural and geographically isolated North Shore of Kaua'i. While the facility is physically located in Hanalei, its programs and services draw participants, organizations, vendors, and service providers from across the island, including residents from communities with limited access to comparable facilities. Due to the scarcity of public-use spaces in rural North Shore areas, the facility functions as a regional hub for cultural events, youth programs, farmers' markets, emergency sheltering, and community gatherings that serve both local residents and the broader Kaua'i population.

Capital investment in this facility ensures equitable geographic access to safe, functional community infrastructure by preserving a centrally located venue that supports island-wide programming, nonprofit activities, and public services. During emergencies, the facility's geographic position becomes especially critical, serving residents and visitors cut off from other parts of the island due to flooding and road closures. Collectively, these initiatives extend the impact of the project beyond Hanalei, strengthening connectivity, service access, and resilience across Kaua'i while addressing the disproportionate infrastructure needs of rural communities.

Farmers' Market, Community Facility Use, and Keiki Program:

These programs are essential in meeting diverse needs of the North Shore community. The Farmers' Market and Keiki Program specifically support residents from Anahola to Hā'ena,

providing access to fresh, local produce and youth-focused activities. Meanwhile, our Community Facility Use service extends island-wide, offering versatile spaces for events and gatherings, allowing the entire Kaua'i community to access our resources and opportunities for connection, regardless of location.

Emergency Shelter:

The North Shore of Kaua'i faces significant isolation during extreme flooding, relying on a single road for access. During heavy rains (especially in winter), the only bridge out of Hanalei is forced to close, leaving residents stranded and vulnerable without a means of escape until the bridge can be safely reopened. Depending on weather patterns, these closures range from a few to a dozen annually. The shelter provides a critical safe haven for residents during natural disasters, such as multiple landslides, including 14 triggered by the 2018 flood and several from Hanalei Hill, further emphasizing the need for reliable safety and crisis response systems.

This comprehensive approach allows us to meet the needs of our community while offering vital support in times of crisis.

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 capital improvement grant will facilitate critical repairs, safety upgrades, and deferred maintenance across multiple community facilities in rural Hanalei, including the Hālau, HPA Building, Storage and Community Office, and Caretaker's Cottage. Work will focus on improving life safety, accessibility, weather resilience, and long-term durability while maintaining continued community use where feasible.

Tasks include electrical and lighting upgrades; roofing repairs or replacement; treatment and painting of wood structures; installation of ground coverings; replacement of windows, screens, sinks, cabinetry, fans, HVAC, and hot water heaters; restroom upgrades; interior and exterior patching and painting; construction of protective roofing over storage and utility areas; and removal of safety hazards near fuel infrastructure.

A designated Project Manager will oversee contractor coordination, scheduling, budget tracking, inspections, and compliance with grant and code requirements. Licensed, insured contractors will complete all work. Required inspections will be conducted, deficiencies corrected, and final acceptance completed prior to project closeout.

Detailed list provided below.

The Hālau

Facility improvements including installation of electrical lighting, roof cleaning or

replacement, treatment and painting of wood posts, and installation of ground covering to improve usability and durability.

Hale Pohai Aloha (Main Building)

Comprehensive upgrades including door, window, and screen replacement; porch and stair stabilization; kitchen reconfiguration and ventilation upgrades; bathroom fixture and window replacements; interior modifications to improve space functionality; replacement of ceiling fans, AC unit, solar fan, skylight maintenance, and installation of a hot water heater.

Storage / Community Office

Electrical upgrades; replacement of lighting, windows, screens, and fixtures; interior wall and ceiling repairs and painting; plumbing repairs; exterior lattice and siding repairs; and installation of protective roofing over exterior storage lockers.

Caretaker's Cottage

Structural and interior improvements including replacement of rotted flooring, stairs, rails, and porch components; new flooring; interior and exterior painting; kitchen cabinetry and sink replacement; installation of hot water heater and closet doors; enclosure for washer/dryer; vegetation removal near the structure; and exterior repairs.

Other

Purchase of an all-terrain vehicle (ATV) and related supplies to support facility maintenance and access across the property.

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

Annual Timeline Linked to Construction and Renovation Phases (12-Month Capital Improvement Project Schedule)

Phase 1: Project Initiation & Pre-Construction Months 1-2

- Finalize funding agreements and CIP requirements
- Confirm project scope, budget, and priority repair list
- Assign Project Manager and internal oversight roles
- Engage licensed contractors and technical professionals
- Complete site assessments, measurements, and safety reviews
- Submit and secure required permits and approvals
- Develop construction schedule accounting for weather and access constraints

- **Outcome:**
Project readiness confirmed; all approvals and contracts in place to proceed without delay.

Phase 2: Site Preparation & Safety Upgrades Months 3-4

- Prepare work areas and implement temporary safety measures
- Conduct preliminary repairs to address immediate safety concerns
- Stage materials and equipment to accommodate rural access limitations
- Coordinate construction schedule to minimize disruption to community use and emergency readiness
- **Outcome:**
Worksite secured and prepared; facility remains safely operational where possible.

Phase 3: Structural Repairs & Infrastructure Improvements Months 5-7

- Complete priority structural repairs and building envelope improvements
- Address deferred maintenance impacting long-term facility integrity
- Perform parking lot and exterior circulation repairs to improve safety and accessibility
- Implement drainage or flood-related mitigation measures, as applicable
- **Outcome:**
Facility structural integrity restored; critical infrastructure stabilized to reduce future risk.

Phase 4: Accessibility, Life-Safety, and Compliance Upgrades Months 8-9

- Complete ADA accessibility improvements
- Upgrade life-safety systems and code compliance elements
- Conduct required inspections and corrective adjustments
- Coordinate with inspectors and funding agencies for compliance verification
- **Outcome:**
Facility meets current safety, accessibility, and operational standards.

Phase 5: Final Improvements, Inspections, and Closeout Months 10-11

- Complete finishing work and remaining minor repairs
- Conduct final inspections and obtain sign-offs
- Address punch-list items
- Restore full facility operations and public access
- **Outcome:**
Renovations completed; facility fully functional and ready for expanded use.

Phase 6: Post-Construction Transition & Evaluation Month 12

- Resume full programming and public use
- Implement preventative maintenance plan

- Document project outcomes and expenditures
- Submit final reports to funding agencies
- Evaluate facility performance and community use
- **Outcome:**
Capital investment fully leveraged; long-term sustainability measures in place.

Rural Implementation Considerations (Built Into Timeline)

- Construction scheduled to avoid peak storm and flood seasons when feasible
- Local contractors prioritized to reduce delays due to travel or access disruptions
- Phased approach allows continued emergency shelter readiness during renovations

3. Describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results; and
A designated Project Manager will oversee daily implementation of the Grant expenditures and serve as the primary point of contact for contractors, inspectors, and funding agencies. The Project Manager will monitor progress against the approved scope, timeline, and budget, ensuring that work is completed in accordance with grant requirements, permits, and applicable building codes.

All construction and renovation work will be completed by licensed, insured, and bonded contractors, with required inspections conducted by appropriate county or state agencies. Any issues identified during inspections or site reviews will be addressed promptly through corrective action and documented resolution.

Financial oversight will be maintained through separation of fiscal and project management duties, with all expenditures tracked against the approved CIP budget. Invoices will be reviewed for accuracy, scope alignment, and completion of work prior to payment. Financial reports will be generated regularly to monitor expenditures, prevent cost overruns, and ensure compliance with grant conditions.

Upon project completion, evaluation of results based on both project outputs and community outcomes facility use data, scheduling records, and partner feedback will be reviewed to assess how capital improvements have strengthened service delivery and access for North Shore residents

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 effectiveness of this Capital Improvement Project will be measured by the completion of the funded scope of work in accordance with approved plans, budget, and timeline, as verified by inspections, contractor certifications, and final acceptance. Performance measures will include: percentage of funded improvements completed; compliance with applicable building, life-safety, and accessibility standards; and expenditure of grant funds in accordance with the approved budget and State requirements. Project progress and expenditures will be documented and reported to the expending agency in accordance with State of Hawai'i reporting guidelines.

Project outcomes will be further measured by facility readiness and continued public use following project completion, including the ability of the improved facilities to safely support community programs, public events, and emergency response functions. The applicant will report on operational status, facility availability, and implementation of a preventative maintenance plan to ensure long-term stewardship of the public investment. If the level of appropriation differs from the amount requested, performance measures will be proportionally adjusted and transmitted to the expending agency to reflect the revised scope of work and public benefit achieved.

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](#))

**Attached*

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
\$42,695	\$42,695	\$42,695	\$42,695	\$170,781

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2027.

We plan to seek funding from the following grants for 2027:

- *Atherton Foundation Capital Grants - \$50,000*
- *McInerney Foundation Capital - \$50,000.00*
- *Strong Foundation Capital- \$50,000.00*

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.

**None in the past 3 years*

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.

\$150,000 grants in aid awarded in 2025

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

Unrestricted current assets as of December 31, 2025: approximately \$162,684 - this number may change as we are currently in the process of closing the books for 2025

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.

Hale Halawai 'Ohana O Hanalei has proudly operated since 1993, with over three decades of service to the North Shore community. We have successfully implemented impactful initiatives throughout our journey, including our Farmers' Market, Keiki Program, and Community Facility Use. These programs have consistently received essential capital funding, allowing us to continue our commitment to community enrichment and engagement. We extend our impact by partnering with local nonprofits such as Hanalei Initiative, Hanalei Watershed Hui, and Kaua'i Lifeguard Association.

HOOH was selected as the custodian and administrator of \$7.285 million for the North Shore Watershed Flood Mitigation Subgrant due to our experience, deep community connections, and ability to responsibly manage all aspects of the project. Along with relevant committees, Hale Halawai examines existing flood mitigation data, identifies gaps in the available information, and assists the community in gathering the necessary data to fill those gaps. Existing data and studies will then be used to identify, evaluate, and prioritize areas of focus for flood mitigation work.

Grant Period: 2022 - 2029

In 2021, we were also awarded \$50,000.00 for a capital grant generously provided by the Atherton Family Foundation, which continues to support our organization. This funding was allocated specifically for repairing and refurbishing the floors and windows within our buildings. The grant enabled us to address the essential maintenance needs to ensure the functionality of our facilities.

Grantor: GN Wilcox, Bank of Hawaii

Contact: Nicolas Politsch Nicolas.Politsch@boh.com

Grant Period: 06/30/2025 - 05/31/2026

Grant Purpose: Capital; Community Center Updates and Repairs

Grant Amount: \$15,000.00

Grantor: County of Kaua'i - Act 12 Funding

Contact: OED- Nalani Brun (808) 241-4925

Grant Period- 6/1/2019-8/31/2021

Description: The County of Kaua'i awarded Hale Halawai \$72,000.00 to assist with ongoing flood recovery efforts.

Additionally, disaster resilience training specific to children's disaster preparedness and recovery. In April 2021, Psychological First Aid (PFA) training was offered to teachers and childcare workers so that they would be prepared to assist keiki in recovering from psychological trauma caused by disasters by leading appropriate activities and connection to local services

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.

Established in 1993, HHOOH is located in Hanalei, HI, and has a rich history of community service. Over the past 30+ years, Hale Halawai has developed multiple programs, provided resources, and built community strategies to strengthen the North Shore of Kaua'i. Our facilities, having withstood tropical storms and fierce winds, are a testament to our commitment to providing a reliable, enduring space for the community. While bearing the marks of time, these structures continue to symbolize the aloha spirit of our organization.

Hale Halawai is not just a physical space; it is a reliable community hub for events, activities, and the creation of lasting generational memories. During emergencies, we collaborate with the Red Cross to transform our facility into an emergency flood shelter, providing refuge and support to those affected by unforeseen challenges. This dual role highlights our facility's importance in supporting daily community programs and emergency response needs. Our newly formed partnership with AMR enhances our community's resilience by providing the sole source of emergency care to our most vulnerable residents.

Regarding our grant request, Hale Halawai's facilities adequately serve the community's needs and provide a safe, accessible space for ongoing programs and emergency operations. The requested funding will be used to complete critical renovations that will further enhance the facility's capacity to serve the community and prepare for a new building, allowing us to continue to provide a space meets the evolving needs of residents and visitors alike.

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.

Dustine Executive Director

Dustine is a results driven heart centered organizational leader with a diverse background in the non-profit community system. Dustine has led major renovations of capital projects on the mainland, including flood mitigation, environmental conservation and waterway community access. Her background in youth development programs spanning 20 years working with youth from K-12 includes life skill development, career readiness, business legacy projects and mental health training. Serving remote locations and varied community cultures, she understands the balance in leadership required to see projects through. Thinking out of the box to meet needs of the community she serves is a hallmark of her resume.

Kaylee Kim, Interim Executive Director

Kaylee is a dedicated professional with six years at Hale Halawa. She has expertise in bookkeeping, project management, and team leadership. Kaylee plays a key role in grant acquisition and works closely with foundations, the county, and state for accurate reporting and project execution. She manages audits, payroll, insurance, and HR, and excels in recruiting and staff development, including CPR, water safety, and childcare certifications. She is passionate about supporting local farmers and assists with farmers' market operations and SNAP/EBT implementation. Raised on a small island, she understands the unique challenges of remote communities and is committed to fostering collaboration and engagement.

Kati Conant, Chief Strategy Officer

After serving as the Executive Director for over 11 years, Kati transitioned into a new role as Chief Strategy Officer, which aligns with the long-term goals of the Board of Directors, the evolving environmental disaster needs of our community, and our mission. In this capacity, she focuses on long-term organizational planning, strategic partnerships, and advancing key initiatives to support the HHOOH's mission and growth. This shift allows her to leverage her vision-setting and collaboration skills, maintaining the continued success and sustainability of HHOOH programs and services.

Gaylord Wilcox, Board Treasurer & Founding Member

Gaylord Wilcox is the great-great-grandson of missionaries who taught in Hanalei in the mid-1800s. He is a part-time Kaua'i resident, spending most of his time in Honolulu. He attended grammar school in Lihue from kindergarten to 8th grade and raised children in Hanalei from 1975-82. He is a former book publisher and current owner of Hanalei Center. In his free time, he is an avid outrigger canoe paddler.

Blake Conant, Board Finance Committee Member & Board President

Born and raised on the North Shore of Kaua'i, Blake left Kaua'i to attend Kamehameha HS and then to Massachusetts, where he earned his BA in English Literature. He owned a computer retailing business for ten years and, after selling the business, worked for Hewlett Packard Co, where he worked as a lead Corporate Sales Executive for some of the country's largest companies. He has extensive experience in non-profit organizations, Project Management and accounting, and a love for outrigger canoe Paddling. He and his wife currently own and operate a successful craft brewery on island.

Naomi Yokotake, Cultural Director & original found of Hale Halawai

Kumu Naomi Yokotake, our revered Cultural Director, brings a wealth of experience as a former teacher and one of the most respected Native Hawaiians in our community. A graduate of Kamehameha Schools with a BA in Elementary Education, she leads Halau O Hanalei as Kumu Hula.

With over 30 years as an elementary teacher in the Hawai'i DOE and past president of the Hanalei Hawaiian Civic Club, Kumu Naomi embodies a deep dedication to our community and organization.

Keith Nitta, Director

Keith Nitta, born in Wahiawa, Kauai, has been involved with land use planning for thirty-two (32) years; one year with the University of Hawaii's Environmental Simulation Laboratory (HESL); three (3) years with the State Department of Land and Natural Resources (DLNR), with the balance (28 years) at the County of Kauai Planning Department. While at DLNR in Honolulu, he started with the Natural Areas Reserve Systems Commission; moved to the State Parks Division; and, ended at the DLNR Planning Office. Keith moved back to Kauai in 1978 and was employed as a planner with the County of Kauai Planning Department until 2006. During his tenure there he headed the Subdivision Section and later formed and headed the Long Range Planning Division. Keith also served as the Deputy Planning Director during the aftermath of Hurricane Iniki from 1993 to 1994.

Presley Wann, Director

Presley Wann was born in 1949 and raised on Oahu. He traces his Hawaiian ancestry to Ha'ena and Kalalau valleys of Kaua'i and to Nihoa island, Papahānaumokuākea. He retired in 2014 as a construction supervisor with 47 years of construction experience. He has served or is serving on the Kaua'i/ Niihau Burial Council under Governors Cayetano and Lingle administrations, Na Kalae Wa'a, Waipa Foundation, Malama Kua'aina, Holomua Marine Advisory Committee, and is currently serving as President of the Hui Maka'ainana O Makana. Married with two daughters and four grandchildren, Presley enjoys taro farming, traveling, and being in or on the ocean.

Staffing Approach

The staffing approach for this grant is designed to ensure effective project oversight, fiscal accountability, and long-term facility sustainability while minimizing administrative costs. The project will consist of existing organizational staff, contracted technical professionals, and local service providers to complete capital improvements efficiently and in compliance with applicable codes and public funding requirements.

Project Oversight and Management

Project Manager (Part-Time / Existing Staff or Contracted)

A designated Project Manager will oversee implementation of the capital improvements, serving as the primary point of coordination among contractors, engineers, inspectors, and funding agencies. Responsibilities include scheduling, budget tracking, compliance with grant requirements, coordination of inspections, and reporting to funders. Utilizing existing staff capacity where possible ensures cost efficiency and continuity.

Technical and Construction Personnel

Licensed Contractors and Trades (Contracted)

All construction, repair, and renovation work will be performed by licensed, insured, and bonded contractors in accordance with state and county building codes. Where feasible, local contractors will

be prioritized to support the rural economy and ensure familiarity with site-specific conditions, including flooding risks and access limitations.

Design and Compliance Professionals (As Needed)

Architects, engineers, and code consultants will be engaged as needed to support design review, permitting, ADA accessibility compliance, life-safety standards, and inspection requirements. These professionals ensure that capital investments meet long-term durability, safety, and regulatory standards.

Facility Operations and Maintenance

Facilities Maintenance Staff (Existing or Part-Time)

Following completion of the capital improvements, existing or part-time facilities maintenance staff will be responsible for routine upkeep, safety checks, and preventative maintenance to protect the public investment. This role supports long-term sustainability and reduces future deferred maintenance costs.

Community Coordination and Access

Facility Coordinator (Existing Staff)

An existing Facility Coordinator will manage scheduling, public access, and coordination with community groups, emergency service partners, and program users to ensure the improved facility is fully utilized and accessible to residents across the North Shore.

Rural Implementation Considerations

Given Hanalei’s rural location and vulnerability to weather-related disruptions, the staffing approach emphasizes flexibility, local capacity, and continuity of operations. Utilizing local professionals reduces *delays caused by travel constraints and supports rapid response to unforeseen site conditions.*

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. The Board of Directors makes final decisions, while the Executive Director oversees daily operations. Office Manager offers administrative support to all programs under the HHOOH umbrella. The Keiki Program Manager leads our Keiki Program, focusing on curriculum development, program administration, and collaboration with educational and cultural experts. Lastly, our Property Caretaker(s) and Farmers Market Manager play vital roles in maintaining and enhancing our facilities and community offerings.



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.

1. Chief Strategy Officer: \$105K-\$125K
2. Executive Director: \$80k-\$90k
3. Office Manager (part-time): \$22k-\$28k

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.

Contractor: Shioi Construction, Conrad Murashige
License #ABC-12379
shioihawaii@shioi.com

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.

N/A

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.

Following completion of the grant objectives, we will sustain the improved facility through preventative maintenance, diversified operating revenue, and continued community partnerships. Capital improvements will reduce deferred maintenance, improve safety and accessibility, and lower long-term repair costs. A preventative maintenance plan will be implemented to ensure routine inspections, timely repairs, and ongoing compliance with safety and accessibility standards. This plan will be monitored and managed by the on-site caretaker, with reports going to directly to the Board and Executive Director. Maintenance costs will be incorporated into the organization's annual operating budget to protect the public investment and extend the useful life of the facility.

Ongoing operations will be supported through a combination of facility rentals, program-related revenue, community fundraising, and continued pursuit of public and private funding. Improved facility conditions will increase usability and demand, supporting stable earned revenue. A minimum of 10% of the net surplus will be allocated for ongoing maintenance annually. The facility will continue to serve as a multi-use community asset supporting cultural programs, youth services, farmers' markets, public meetings, and emergency shelter operations. Facility use and maintenance needs will be reviewed annually to guide long-term planning and ensure continued public benefit.

BUDGET REQUEST BY SOURCE OF CAPITAL FUNDS

Period: July 1, 2026 to June 30, 2027

Applicant: Hale Halawai 'Ohana O Hanalei

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		\$0	\$0	\$0
2. Payroll Taxes &	\$0	\$0	\$0	\$0
3. Fringe Benefits	\$0	\$0	\$0	\$0
TOTAL PERSONNEL COST	\$0	\$0	\$0	\$0
B. OTHER CURRENT EXPENSES				
1. Halau improvements	\$28,536.00	\$0	\$0	\$0
2. HPA Building Repairs	\$48,186.00	\$0	\$0	\$0
3. Storage and Community	\$19,274.00	\$0	\$0	\$0
4. Caretakers Cottage Repairs	\$54,752.00	\$0	\$0	\$0
TOTAL OTHER CURRENT EXPENSES	\$150,748	\$0	\$0	\$0
C. EQUIPMENT PURCHASES	\$0	\$0	\$0	\$0
D. MOTOR VEHICLE PURCHASES	\$20,033	\$0	\$0	\$0
E. CAPITAL	\$0	\$0	\$0	\$0
TOTAL (A+B+C+D+E)	\$170,781	\$0	\$0	\$0
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	\$170,781	Kaylee Kim, Interim Executive Director		808-826-1011
(b) Total Federal Funds Requested	\$0	Name (Please type or print)		Phone
(c) Total County Funds Requested	\$0			01/22/2026
(d) Total Private/Other Funds	\$0	Signature of Authorized Official		Date
TOTAL BUDGET	\$170,781	Kaylee Kim, Interim Executive Director		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2026 to June 30, 2027

Capital

Applicant: Hale Halawai 'Ohana O Hanalei

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				0.00

JUSTIFICATION/COMMENTS:

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Hale Halawai 'Ohana O Hanalei
Capital

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
	0.00		\$ -	
	0		\$ -	
	0		\$ -	
TOTAL:	0			
JUSTIFICATION/COMMENTS:				
N/A				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
Kawasaki MULE PRO-FXT™ 1000 LE	1.00	\$20,032.94	\$ 20,032.94	20032.94
	0.00		\$ -	
	0.00		\$ -	
TOTAL:	0		\$ 20,032.94	20,033
JUSTIFICATION/COMMENTS:				
The Kawasaki Mule will help us streamline operations on our large maintenance and repair projects by allowing us to efficiently transport tools, materials, and equipment across the site. Its off-road capability ensures we can reach all areas of the project, even in challenging terrain, reducing delays and improving productivity. This vehicle will also minimize the need for manual labor, ensuring a safer and more efficient work environment, which will help us stay on schedule and within budget.				

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS
 Period: July 1, 2026 to June 30, 2027

Applicant: Hale Halawai 'Ohana O Hanalei

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	\$0	\$0	\$0	\$0	\$0	\$0
LAND ACQUISITION	\$0	\$0	\$0	\$0	\$0	\$0
DESIGN	\$0	\$0	\$0	\$0	\$0	\$0
CONSTRUCTION	\$0	\$150,000	\$0	\$170,781	\$0	\$0
EQUIPMENT	\$0	\$0	\$0		\$0	\$0
TOTAL:	\$0	\$0	\$0	\$0	\$0	\$0

JUSTIFICATION/COMMENTS:

The requested funds will support critical facility repairs and upgrades necessary to maintain safe, functional, and sustainable community spaces. Improvements will address structural needs and enhance the facility's capacity to support ongoing programs and community use. This request builds upon a prior \$150,000 GIA capital award, with that project currently nearing completion and on schedule, demonstrating the organization's ability to successfully manage state funds and deliver capital improvements that provide lasting public benefit.

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Hale Halawai 'Ohana O Hanalei

Contracts Total: \$7,500,000

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	North Shore Watershed Flood Mitigation Grant	2022 - 2029	County of Kaua'i	Kaua'i	\$7,285,000
2	SW Wilcox Grant for Keiki Programs	01/01/2026-12/31/2026	Bank of Hawai'i	Kaua'i	\$20,000
3	Grant-in-Aid (Capital Improvement Project – Facility Repairs and Upgrades)	2025 - 2026	State of Hawai'i	Hawai'i	\$150,000
4	Atherton Family Foundation (Keiki Programs)	03/10/2025 - 03/09/2026	Hawai'i Community Foundation	Hawai'i	\$10,000
5	Cooke Foundation (Keiki Programs)	05/16/2025 - 05/16/2026	Hawai'i Community Foundation	Hawai'i	\$10,000
6	GN Wilcox (Capital Repairs)	06/30/2025 - 05/31/2026	Bank of Hawai'i	Hawai'i	\$15,000
7	Holomua Marine Initiative Fund (Keiki Programs)	11/24/2025 - 11/23/2026	Hawai'i Community Foundation	Hawai'i	\$10,000