



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 pursuant to Section 42F-102, Hawaii Revised Statutes, by supporting the operating costs of Hale Halawai 'Ohana O Hanalei's Keiki Program, which provides educational and cultural services to children and families in the community.

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;

Hale Halawai 'Ohana O Hanalei (HOOH) is a grassroots 501(c)(3) organization founded in 1993 by community members to serve as a gathering place for the North Shore of Kaua'i. Hawaii's first privately funded community center, HOOH provides a hub for cultural education, community engagement, youth programs, and civic activities that promote the values of aloha and community well-being. The facility hosts a weekly Farmers' Market, community classes, Keiki programs and events, serves as a Red Cross emergency shelter during weather emergencies, supports flood mitigation efforts, and provides a base for emergency medical response services serving the North Shore.

2. The goals and objectives related to the request;

Secure **\$413,400** in grant funding to support the operating costs of Hale Halawai community center programs. The objective is to sustain and strengthen educational, cultural, and community-based services by supporting core operating expenses, expanding program capacity, and responding to the evolving needs of children, youth, and families.

Recruit and retain qualified cultural practitioners and educators to ensure culturally grounded programming. The objective is to integrate experienced practitioners across programs to preserve Hawaiian culture and deliver high-quality learning experiences.

Provide competitive compensation to attract and retain skilled staff essential to program delivery. The objective is to establish a sustainable, market-informed salary structure that supports staff retention, program continuity, and long-term organizational impact.

A. Keiki afterschool program

Goal - Strengthen academic confidence, support emotional well-being, and promote positive social development.

Objectives

Improve homework completion and academic confidence with focus on math basics
increase emotional regulation, communication, and peer cooperation skills
Reduce afterschool stress for families and caregivers
Increase access to safe, structured afterschool care in a rural community
Create sustainable connections to culture, community and positive role models

Include, train and support family and caregivers in improving their relationship and resiliency skills

Support family structure that is already overburdened with financial and basic need stressors

B. Farmers' Market with local focus

Goal - This project will strengthen the Hanalei Farmers Market as an inclusive, resident-centered community resource by reducing barriers to participation for local families, kūpuna, Native Hawaiian residents, and low-income households.

Objectives

While the market already serves as a vital hub for local farmers and artisans, this project focuses on intentional improvements that ensure the market remains accessible, welcoming, and responsive to the needs of Hanalei residents - not just visitors.

Improve physical access
Affordability kama'aina discounts
Strengthen the use of SNAP/EBT
Resident-focused market times/days
Cooking demonstrations using affordable local produce
Facilitating local small producer co-ops in booths

C. Increase local community Access

Goal - Increase use of the center by local residents and North Shore businesses by at least 25% within 12 months

Objectives

Improve facility access, affordability and availability for programs, small business activities, cultural events, social gatherings, ohana celebrations and civic gatherings

Expand access, add technology, improve facilities, and resident focus

Increase business and organizational use by creating affordable, technology up to date, accessible space for meetings, trainings, and community-based economic activities

3. The public purpose and need to be served;

Keiki Program

There is a demonstrated public need for accessible, safe, and structured programs that serve the educational, cultural, and social development of keiki in the Hanalei community. Existing opportunities for after-school enrichment, cultural education, and supervised activities are limited, particularly for families with young children and working caregivers. The proposed keiki program would provide consistent programming that supports child well-being, promotes positive youth development, and fosters cultural knowledge and place-based learning. By offering programming within the community, the project would reduce transportation burdens and improve equitable access to essential services for local families.

Farmers' Market With Local Access

The proposed farmers' market addresses the public need to improve access to fresh, locally produced food while supporting small-scale farmers, food producers, and agricultural sustainability. Hanalei and surrounding North Shore communities rely heavily on imported food, and opportunities for direct producer-to-consumer sales are limited. A locally focused farmers' market would enhance food security, strengthen the local economy, and provide residents with regular access to nutritious food options. The market would also serve as a community gathering space that supports education, cultural exchange, and awareness of local agricultural practices.

Increased Facility Usage

Public and community facilities in Hanalei represent significant public investment and are not consistently utilized to their full potential. There is an identified need to increase planned and regular use of existing facilities to support community programs, educational activities, and small-scale economic uses. Expanded facility usage would improve operational efficiency, extend public benefits, and activate community spaces without the need for additional development or land disturbance. Increased use would also provide flexible venues to meet evolving community needs throughout the year.

Overall Public Benefit

Collectively, the proposed keiki program, farmers market, and increased facility usage serve a clear public purpose by addressing community needs related to youth services, food access, economic opportunity, and efficient use of public resources. The project supports the health, welfare, and cultural vitality of the Hanalei community while remaining consistent with the area's rural character and community values. The proposed uses prioritize residents, enhance community resilience, and ensure that public facilities are utilized in a manner that delivers measurable and ongoing public benefit.

4. Describe the target population to be served; and

The population to be served includes residents and small businesses of the rural Hanalei and North Shore communities on Kaua'i, where access to shared public facilities is limited by geographic isolation, transportation constraints, and a lack of comparable community infrastructure. The Keiki Afterschool Program is designed to serve elementary-aged children (approximately ages 5–11) residing in Hanalei and surrounding rural North Shore communities. The target population includes keiki from working families who experience limited access to structured, affordable, and culturally responsive afterschool programming due to geographic isolation, transportation constraints, and a lack of local services.

Primary beneficiaries include local families, kūpuna (seniors), Native Hawaiian and long-time residents, youth-serving organizations, nonprofit groups, and small local businesses seeking affordable, accessible space for meetings, programs, training, and community events.

The community center also serves home-based businesses, farmers, artisans, and service providers who rely on shared facilities to engage with residents, collaborate with other local enterprises, and participate in community-based economic activity. By increasing facility availability and usability, the project prioritizes local participation and ensures that residents and businesses with limited alternatives have equitable access to a centrally located community gathering space that supports civic engagement, cultural activities, and local economic vitality.

5. Describe the geographic coverage.

The initiatives supported through this grant funding 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.

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;

Scope:

This request supports the Hale Halawai community center's programs, providing educational, cultural, and recreational opportunities for children, youth, and families on the North Shore of Kaua'i. Programming includes youth enrichment, cultural education, leadership development, community classes, and other activities that promote learning, engagement, and community well-being.

Tasks and Responsibilities:

Key tasks include recruiting and supporting qualified educators and cultural practitioners, planning and coordinating program activities, securing necessary materials and resources, and collaborating with local educators and community partners. Staff oversee program implementation, with day-to-day activities supported by staff and volunteers.

Results, Effectiveness, and Outcomes:

Expected outcomes include increased participation in community programs, strengthened cultural and educational engagement, and improved life and leadership skills among participants. Program effectiveness will be measured through participation levels, completion and retention rates, participant feedback, and input from community partners.

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

Timeline

Months 1–3: Planning, Coordination, and Community Engagement

Keiki Program

- Conduct needs assessment through coordination with families, schools, and community partners
- Define program scope, enrollment capacity, staffing requirements, and hours of operation
- Develop curriculum framework focused on academic support (math fundamentals), social-emotional learning, and cultural connection

- Initiate background checks, staff recruitment, and volunteer engagement

Farmers Market

- Identify potential local farmers, food producers, and artisans with priority given to North Shore and Kaua'i-based vendors
- Establish market guidelines, vendor selection criteria, and operating policies
- Coordinate with regulatory agencies regarding permits, health requirements, and site logistics

Facility Use and Outreach

- Assess current community center usage patterns and available time slots
- Develop a coordinated use schedule to accommodate programs and market operations
- Begin development of branding and messaging focused on community access and public benefit

Months 4–6: Program Development and Pilot Activities

Keiki Program

- Finalize curriculum, safety protocols, and caregiver engagement components
- Provide staff training in youth development, emotional regulation strategies, and culturally responsive practices
- Launch a pilot afterschool program with limited enrollment
- Begin caregiver workshops focused on communication, relationship-building, and resilience skills

Farmers Market

- Finalize vendor participation and confirm market schedule
- Conduct a soft launch or pilot market day to test operations and community response
- Refine logistics related to setup, parking, waste management, and accessibility

Facility Use and Outreach

- Initiate targeted outreach to families, seniors, and community groups regarding new programs

- Utilize flyers, community bulletin boards, schools, and word-of-mouth networks
- Coordinate with existing community events to cross-promote facility use

Months 7–9: Program Expansion and Full Implementation

Keiki Program

- Expand enrollment based on pilot outcomes and staffing capacity
- Implement full program schedule with consistent academic, social-emotional, and cultural activities
- Monitor attendance, homework completion, and behavioral indicators
- Continue caregiver engagement sessions and feedback collection

Farmers Market

- Launch regular farmers market operations
- Promote local food access and vendor participation through on-site education and outreach
- Collect vendor and community feedback to improve market operations

Facility Use and Outreach

- Increase marketing efforts highlighting regular programming and market days
- Develop partnerships with local organizations to host additional activities at the community center
- Track facility usage data to assess increased utilization

Months 10–12: Evaluation, Refinement, and Sustainability Planning

Keiki Program

- Evaluate program outcomes related to academic confidence, emo
- Review caregiver participation and family stress reduction indicators
- Adjust curriculum, staffing, and scheduling as needed

Farmers Market

- Evaluate vendor participation, attendance, and community access outcomes
- Identify opportunities for seasonal expansion or additional local inclusion

- Assess economic and food access impacts

Facility Use and Outreach

- Review annual facility usage trends and public benefit outcomes
- Refine outreach strategies based on participation data
- Develop a sustainability plan including funding, partnerships, and long-term scheduling

Ongoing Throughout the Year

- Community feedback collection and stakeholder coordination
- Compliance with permit, safety, and reporting requirements
- Continuous outreach to ensure equitable access for Hanalei residents
- Documentation and reporting to funders, agencies and community partners

Impacts and Outcomes:

HOOH programs historically serve over 100 children annually and provide broad community access through scholarships and reduced-cost participation for families with financial need. Participant feedback indicates increased cultural understanding, personal growth, and engagement across programs. Continued participation and repeat enrollment demonstrate sustained community demand and program effectiveness.

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

Quality Assurance and Evaluation:

Program quality is maintained through clear guidelines, defined performance indicators, and ongoing monitoring of participation, retention, and feedback. Staff and cultural practitioners receive training and support to ensure programs meet educational, cultural, and safety standards. Evaluation results are used to inform continuous improvement and future program planning.

Our KPIs are as follows:

- 75% of keiki increase their knowledge of Hawaiian culture
- 75% of keiki increase their academic performance
- 75% of keiki increase their understanding of health and wellness
- 75% of keiki Increase their skills in the arts
- 75% of keiki increase their knowledge of environmental issues
- 75% of keiki improve their social skills
- 75% of parents feel this program gave them time to maintain or obtain employment

Additionally, staff will keep detailed records of program activities, participation rates, and any challenges encountered. We will also track long-term outcomes, such as participant progression into leadership roles and positive behavior changes. These results will be gathered through pre- and post-program surveys, participant interviews, and community partners' feedback.

HOOH Improvement Plan:

Based on the evaluation results, we will make data-driven decisions to improve the program. For example, if we find that participants are not fully engaged in certain activities, we will explore new formats or recruit additional facilitators with expertise in those areas. We will also conduct regular team meetings to review feedback and adjust the curriculum or schedule. This process is part of our ongoing efforts, a practice we have consistently followed since the challenges posed by COVID-19 in 2020. In 2025, we have refined and restructured this approach based on valuable data collected over the past few years. This iterative process allows us to adapt and continuously improve our strategies to serve our community better.

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.
 1. **Program Participation and Reach:** We will track the number of participants served in the Keiki Program, including demographic information (age, gender, geographic location) to assess the scope of outreach and inclusion.
Target: 80% of our North Shore service area's enrolled youth (K-8).
 2. **Program Completion and Retention Rates:** The percentage of youth who complete the program compared to initial enrollment. This measure will highlight the program's ability to engage and retain participants.
Target: 90% completion rate for program participants.
 3. **Skill Development:** We will use pre- and post-program surveys and evaluations to measure participants' increased life skills, leadership abilities, and academic performance. This will include self-reported data from youth and feedback from their families and mentors.
Target: 75% of participants report a measurable increase in their skills.
 4. **Satisfaction and Community Impact:** Through surveys, participant and community feedback will gauge the program's satisfaction and perceived impact on youth development and community cohesion.
Target: 90% of participants and families report satisfaction with the program.

These measures will be reported quarterly to the State agency, and any changes to the grant amount will update the scope of measures to be tracked.

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
\$103,350	\$103,350	\$103,350	\$103,350	\$413,400

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

We seek funding from the following grants in 2027:

- Max & Victoria Dreyfus Foundation: \$20,000
- Cooke Foundation: \$10,000
- Atherton Family Foundation: \$20,000
- First Hawaiian Bank: \$10,000

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.
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 - Capital – not program funding

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.

HOOH has proudly served the North Shore community since 1993. We have a proven track record of delivering impactful programs, including our Keiki Program. Over the past thirty years, we have developed and refined our approach to community enrichment and engagement, securing operational funding to support our initiatives. Our experience encompasses managing diverse programs, from environmental initiatives to youth services, collaborating with local stakeholders, and addressing the unique challenges of serving an underserved geographic area.

Our small but mighty team brings a wealth of skills and expertise, including program management, community outreach, and strategic planning. Through grassroots engagement and thoughtful leadership, we have consistently demonstrated our ability to adapt and grow our services to meet the community's evolving needs. Our partnerships with local nonprofits, such as the Hanalei Initiative, Wāipa Foundation, Hanalei Watershed Hui, and the Kaua'i Lifeguard Association, further highlight our collaborative approach and capacity for expanding our impact.

In the past three years, we have successfully:

1. **Expanded the Keiki Program (grades K-8):** We secured funding to enhance and extend our programming, which now serves over 100 youth annually in the North Shore community and provides them with critical life skills, leadership opportunities, and cultural education.
2. **Partnered with Local Organizations:** We have collaborated with organizations like Homeschool Now, Hanalei PTA, and Hanalei School to address key community needs, such as public safety and youth engagement.
3. **Secured Ongoing Funding:** We have consistently attracted funding from local and regional sources, securing the sustainability and growth of our programs. Our ability to demonstrate measurable outcomes in youth development and community engagement has led to continued support from funders.

These experiences demonstrate our capability and readiness to successfully implement the proposed services. We are committed to providing impactful programs that directly benefit the youth and residents of the North Shore.

The following grants have contributed to enhancing our Keiki Program:

Grantor: Hawai'i Community Foundation; Hawaii Children's Trust Fund

Contact: Kehau Meyer, Program Officer - 808-566-5537 or kmeyer@hcf-hawaii.org

Grant Period: 05/30/24-6/30/25

Description: The purpose of the Hawai'i Children's Trust Fund is to prevent child abuse and neglect (CAN) and to develop programs for children to increase their ability to form healthy relationships and avoid and cope with dangerous situations.

Grantor: Atherton Family Foundation
Contact: Elise von Dohlen (808) 565-5585
Grant Period: 12/8/23-12/7/24

Description: The Atherton Family Foundation awarded Hale Halawai \$10,000.00 to fund our Keiki Afterschool Enrichment Program (KAEP), a much-needed North Shore after-school care option for families with students in grades K-6, to combat childhood poverty and enhance community health equity. The KAEP was established in 2020 to provide quality after-school childcare on the North Shore, enabling parents to work and children to learn. Since then, the program has expanded its offerings to include diverse educational opportunities rooted in the community, such as a cooking class, art, and Friday beach days. We proudly offer scholarships to 80% of our 150 participants, ensuring equal access and affordability for families across the socio-economic spectrum.

Grantor: McInerney Foundation
Contact: Claire Tarumoto, Vice President (808) 694-4945
Grant Period: 06/06/2024 - 08/01/2025

Description: The McInerney Foundation awarded HHOOH a \$50,000 grant to support the Keiki Afterschool Enrichment Program (KAEP). This innovative à la carte program is designed to provide tailored, culturally relevant, and engaging activities for our community's youth. It addresses the growing need for after-school options that serve an underserved demographic, particularly in a region marked by economic disparities and geographic isolation.

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.

HHOOH operates from a centrally located community center in Hanalei, Kaua'i, which serves as the hub for its programs and services. The facility includes classrooms for youth and community programs, meeting and gathering spaces, outdoor areas for cultural and recreational activities, a commercial-grade kitchen for hands-on cooking classes, and a multi-purpose space used for arts programming and emergency shelter operations.

The facilities are well-suited to support ongoing programs, providing a safe, accessible, and functional environment for the community. The center's ability to serve as an emergency shelter makes it a critical asset for the North Shore. Facilities are regularly maintained and meet safety and accessibility standards.

To meet growing program and community needs, HHOOH has identified facility upgrades to expand program space, improve accessibility, and enhance emergency shelter capacity. These improvements are supported through a separate capital grant request. When additional space is needed, HHOOH leverages partnerships with local organizations to secure temporary facilities and continues to explore opportunities for future expansion.

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 Halawai. 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 the 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.

Nichelle Lyster

Nichelle began her work with children in a private daycare, caring for infants and toddlers from three months to three years old. This humbling and deeply inspiring experience sparked nearly a decade of work in private childcare, educational facilitation, and the foundation of her career as a birth doula. Through this work, she has supported not only children, but entire family systems as they navigate major life transitions—welcoming new children, adapting to developmental milestones, and building healthy rhythms together. Nichelle is dedicated to learning alongside children and through their lens, honoring their unique qualities, nurturing their sense of self, and supporting their connection to their families, communities, and the environments they inhabit. She currently oversees the Keiki program, tutors and volunteers with local Hanalei children.

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 structure is designed to ensure safe, effective, and culturally responsive implementation of the Keiki Afterschool Program, local farmers market operations, and outreach efforts to increase community center use. Priority will be given to hiring qualified local residents to strengthen community connections, cultural relevance, and operational sustainability.

Program Oversight

Program Manager / Community Coordinator (1 FTE or equivalent)

Provides overall oversight of all programs and facility use. Responsibilities include planning, scheduling, staff supervision, compliance with permits and reporting requirements, coordination with partners, and monitoring program outcomes and public benefit.

Keiki Afterschool Program

Lead Keiki Program Coordinator (1 FTE or equivalent)

Manages daily afterschool operations, implements curriculum, supervises staff, and ensures alignment with goals related to academic confidence, emotional well-being, and positive social development.

Afterschool Program Assistants (2–4 Part-Time)

Support homework assistance, group activities, and supervision of keiki. Staffing ratios will meet or exceed required safety standards.

Cultural and Enrichment Instructors (Part-Time or Contract)

Provide place-based cultural, educational, and enrichment activities that strengthen connections to community, culture, and positive role models.

Family and Caregiver Support Facilitator (Part-Time or Contract)

Facilitates caregiver workshops and engagement activities focused on communication, relationship-building, and resilience.

Farmers Market Operations

Farmers Market Manager (Part-Time)

Oversees vendor coordination, site logistics, and compliance with health and safety requirements during market operations.

Market Support Staff / Volunteers (As Needed)

Assist with setup, breakdown, vendor support, and visitor services.

Outreach and Administrative Support

Outreach and Communications Support (Part-Time or Shared Role)

Implements outreach and marketing efforts to increase awareness and use of community center programs and events.

Administrative Support (Part-Time or Shared Services)

Provides scheduling, recordkeeping, and reporting support to ensure compliance and fiscal accountability.

Training and Compliance

All staff and volunteers will receive training in child safety, cultural competency, emotional regulation, and emergency procedures. Required background checks and clearances will be completed for all personnel working directly with keiki.

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. 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.

See the Organization Chart below:



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.

Hale Halawai 'Ohana O Hanalei is a registered nonprofit organization in Hawaii and is in good standing with the Department of Commerce and Consumer Affairs. We possess a valid Vendor Compliance Certificate, demonstrating our compliance with the United States Internal Revenue Service, Hawaii Department of Taxation, Department of Labor and Industrial Relations, and Department of Commerce and Consumer Affairs.

Additionally, our staff includes certified professionals with qualifications relevant to our programs, such as CPR and water safety certifications, international youth mental health and youth mental health first aid, food handlers' training and certification, youth program development, ensuring the safety and quality of our community programs. Our certified commercial kitchen meets all health and safety standards, supporting food-related initiatives and partnerships with local farmers.

These qualifications ensure that we are fully equipped to deliver high-quality programs and services aligned with the objectives of this grant request.

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.

The long-term sustainability of the Keiki Afterschool Program, local farmers market, and increased community center use will be achieved through diversified funding, efficient operations, strong community partnerships, and demonstrated public benefit. The grant period will be used to establish core programming, staffing systems, and operational practices that allow services to continue with reduced reliance on grant funding.

Following the grant award, ongoing operations will be supported through a combination of sliding-scale program fees for the Keiki Afterschool Program, modest vendor fees from the farmers market, approved facility use fees, and continued pursuit of public and private funding. Fee structures will be designed to maintain accessibility for local families while contributing to operational costs. Use of existing public facilities and cross-trained staff will minimize overhead and support cost efficiency.

Program sustainability will be strengthened through data collection and evaluation during the grant period. Attendance, program outcomes, and facility usage data will be used to demonstrate impact, guide program improvements, and support future funding requests. The farmers' market is expected to become increasingly self-supporting as vendor participation and community attendance grow.

Community partnerships will play a central role in sustainability. Collaboration with schools, farmers, cultural practitioners, and local organizations will expand resources, reduce duplication of services, and build shared ownership. A structured volunteer and caregiver engagement approach will further support program delivery and leadership development.

BUDGET REQUEST BY SOURCE OF OPERATIONAL 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	\$209,074	\$0	\$0	\$0
2. Payroll Taxes & Assessments	\$21,953	\$0	\$0	\$0
3. Fringe Benefits	\$16,200	\$0	\$0	\$0
TOTAL PERSONNEL COST	\$247,227	\$0	\$0	\$0
B. OTHER CURRENT EXPENSES				
1. Cost of Goods Sold	\$15,000	\$0	\$0	\$0
1. Advertising/Promotional	\$3,050	\$0	\$0	\$0
2. Bank & Account Fees	\$600	\$0	\$0	\$0
3. Merchant Fees & CC Processing Fees	\$1,400	\$0	\$0	\$0
4. Building & Grounds Maintenance	\$30,000	\$0	\$0	\$0
5. Business Licenses & Fees (Registrations)	\$625	\$0	\$0	\$0
6. Contract Services	\$5,000	\$0	\$0	\$0
7. Background Checks	\$400	\$0	\$0	\$0
9. Employee Development & Continuing Ed	\$1,000	\$0	\$0	\$0
10. General Excise Tax	\$1,300	\$0	\$0	\$0
11. Insurance	\$27,500	\$0	\$0	\$0
13. Accounting Fees	\$9,000	\$0	\$0	\$0
15. Payroll & HR Accounting	\$16,900	\$0	\$0	\$0
16. Appreciation Events	\$1,000	\$0	\$0	\$0
17. Entertainment	\$5,200	\$0	\$0	\$0
18. New Equipment & Small tools	\$350	\$0	\$0	\$0
19. Office Supplies, Software	\$4,398	\$0	\$0	\$0
20. Field Trips	\$1,000	\$0	\$0	\$0
21. Permits	\$200	\$0	\$0	\$0
22. Shipping	\$100	\$0	\$0	\$0
23. Property Tax	\$300	\$0	\$0	\$0
24. Rent/Parking	\$1,650	\$0	\$0	\$0
25. Stipends	\$2,500	\$0	\$0	\$0
26. Supplies	\$4,800	\$0	\$0	\$0
28. Transportation	\$1,500	\$0	\$0	\$0
29. Mileage	\$100	\$0	\$0	\$0
30. Utilities	\$7,300	\$0	\$0	\$0
31. Classroom space rental	\$24,000	\$0	\$0	\$0
TOTAL OTHER CURRENT EXPENSES	\$166,173	\$0	\$0	\$0
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	\$413,400	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 Requested	\$0	Signature of Authorized Official Date		
TOTAL BUDGET	\$413,400	Kaylee Kim, Interim Executive Director Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2026 to June 30, 2027

Operational

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)
Chief Strategy Officer	FT	\$125,000	0.00%	\$0
Executive Director	FT	\$90,000	55.00%	\$51,074
Keiki Program Manager	FT	\$65,000	100.00%	\$65,000
Keiki Program Staff	PT	\$45,000	100.00%	\$45,000
Office Manager	PT	\$30,000	80.00%	\$24,000
Caretaker	PT	\$11,000	100.00%	\$11,000
Market Manager	PT	\$13,000	100.00%	\$13,000
TOTAL:				\$209,074

JUSTIFICATION/COMMENTS:

Our team is highly qualified and experienced in our programs and services. We are deeply committed to our community-driven programs, and our management team allocates their time based on their active involvement in these initiatives.

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES
 Period: July 1, 2026 to June 30, 2027

Applicant: Hale Halawai 'Ohana O Hanalei
 Operational

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
	0.00	\$0.00	\$ -	0
	0.00		\$ -	
	0.00		\$ -	
TOTAL:	0			0
JUSTIFICATION/COMMENTS:				

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	\$0	\$0	\$0	\$0	\$0
EQUIPMENT	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL:	\$0	\$0	\$0	\$0	\$0	\$0
JUSTIFICATION/COMMENTS:						
Not applicable - operational grant request.						

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