

Application Submittal Checklist

The following items are required for submittal of the grant application. Please verify and check off that the items have been included in the application packet.

- 1) Hawaii Compliance Express Certificate (If the Applicant is an Organization)
- 2) Declaration Statement
- 3) Verify that grant shall be used for a public purpose
- 4) Background and Summary
- 5) Service Summary and Outcomes
- 6) Budget
 - a) Budget request by source of funds ([Link](#))
 - b) Personnel salaries and wages ([Link](#))
 - c) Equipment and motor vehicles ([Link](#))
 - d) Capital project details ([Link](#))
 - e) Government contracts, grants, and grants in aid ([Link](#))
- 7) Experience and Capability
- 8) Personnel: Project Organization and Staffing


AUTHORIZED SIGNATURE

KENNA STORMOGIPSON, BOARD PRESIDENT
PRINT NAME AND TITLE

01-23-26
DATE



STATE OF HAWAII
STATE PROCUREMENT OFFICE

CERTIFICATE OF VENDOR COMPLIANCE

This document presents the compliance status of the vendor identified below on the issue date with respect to certificates required from the Hawaii Department of Taxation (DOTAX), the Internal Revenue Service, the Hawaii Department of Labor and Industrial Relations (DLIR), and the Hawaii Department of Commerce and Consumer Affairs (DCCA).

Vendor Name: HO`OMANA, INC.

DBA/Trade Name: HO`OMANA

Issue Date: 12/12/2025

Status: **Compliant**

Hawaii Tax#: [REDACTED]
New Hawaii Tax#: [REDACTED]
FEIN/SSN#: [REDACTED]
UI#: XXXXXX1820
DCCA FILE#: 206630

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

Statement of Public Purpose pursuant to Section 42F-102:

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

Ho'omana, Inc

(2) The public purpose for the grant:

Ho'omana provides free public services to the homeless population in Kapa'a, Kauai as well as any members of the public every Friday. The services that Ho'omana provides includes a warm meal, a hot shower, clean clothes provided through the Ho'omana thrift store inventory, access to food bank items, and medical wellness checks. In 2025, Ho'omana provided these services to over 600 unduplicated individuals from across the island of Kaua'i.

Our houseless community members are unfortunately a growing segment of the population due to increasing housing costs and the lack of onramps to help people recover and secure skills for meaningful employment opportunities. Also, there is a workforce shortage in much of Kauai's service industry and this grant can help to address the ongoing labor shortage.

(3) The services to be supported by the grant:

This grant would enable Ho'omana to open a computer lab for homeless individuals and provide a 10-week computer skills training program for three cohorts of 5-10 homeless residents. The goal of the skills training and computer access is to increase employment opportunities for houseless residents.

The grant would also support *keeping vital documents secure for our houseless community members* which is critical to enabling access to job opportunities. Ho'omana would invest in the equipment and staffing needed to provide safe-keeping of documents for homeless residents.

(4) The target group:

The target group are people on Kaua'i that are experiencing homelessness or are at risk of becoming homeless, as defined by the US Department of Housing and Urban Development. Ho'omana aims to work with individuals in this group that want to increase their employment skills and enter the local workforce.

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

FY2027 GIA Operating Request: \$175,372

Total Budget: \$240,172

Application for Grants

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

I. Certification – Please attach immediately after cover page

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

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

2. Declaration Statement

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

3. Public Purpose

The applicant shall specify whether the grant will be used for a public purpose pursuant to [Section 42F-102, Hawaii Revised Statutes](#).

II. Background and Summary

1. A brief description of the applicant's background;

Ho'omana Thrift Store opened in 2005 in Wailua, Kaua'i, offering second hand items for sale to the public and a life skills training program for the developmentally disabled. Led by Executive Director and Job Coach, Rowena Pangan, participants were trained in life skills and job readiness for employment. Ho'omana also partnered with the Department of public safety to provide training for formerly incarcerated inmates. Ms. Pangan, developed a reputation for empowering and motivating populations that other programs struggled to reach.

In 2020, when COVID shut down businesses across Kaua'i, Ms. Pangan partnered with others to distribute food on the East Side of Kaua'i. As the pandemic efforts receded in the fall of 2021, Ho'omana continued to serve the local houseless population by closing the Thrift store every Friday to provide hot meals and basic services such as haircuts, medical wellness checks, and clean clothes from the Thrift store. Last year, Ho'omana delivered services to over 700 unduplicated clients.

2. The goals and objectives related to the request;

The goal is to uplift the economic potential of the homeless community and assist them in joining the local workforce. This will be done through providing a computer skills course, access to a computer lab and secure storage of vital documents such as a driver's license and other identification cards, which can be difficult to replace if lost or confiscated.

Objectives related to this include:

1. Recruit program participants from the over 100 homeless members that come to Ho'omana every Friday for a hot meal and basic services.
2. For each cohort of 5-10 homeless people, conduct a 10 week computer and resume writing skills class.
3. Conduct three (3) computer skills cohorts during the year.
4. Assist co-hort members in job readiness and the job application process.
5. Opening a computer lab that the co-hort and other homeless community members can use twice a week.
6. Keep vital documents such as birth certificate, DL and others in file cabinets kept safe to eliminate need for expensive replacement.
7. Establish relationships with Kaua'i local businesses that are short staffed and looking for employees.

3. The public purpose and need to be served;

Kaua'i has an increasing rate of homelessness and also has a local workforce shortage. This program will address both of these needs by assisting homeless people in enhancing their skills and applying for jobs, which then also helps businesses that need more employees.

4. Describe the target population to be served; and

The target population are people on Kaua'i that are experiencing homelessness or are at risk of becoming homeless.

5. Describe the geographic coverage.

The program participants will mostly be from East Kauai within a few miles of Kapa'a, though some do come from Central and West Kaua'i.

III. Service Summary and Outcomes

1. Describe the scope of work, tasks and responsibilities;

Operate a staffed computer lab for homeless community members.

Ho'omana will create a computer lab that will be open two days a week on Wednesdays and Fridays from 12pm-5pm and will be staffed by someone who can

assist people with computer skills and resume writing support.

Recruit 20-30 homeless clients to complete a 10 week computer skills program.

Ho'omana has partnered with a community member, Ken Dickenson, experienced in teaching computer skills to offer a 10-week workshop in computer skills and resume writing. Mr. Dickenson will teach a 2-hour class once a week to provide low- to moderate-income (LMI) residents with essential computer literacy and job-readiness skills, including basic computer navigation, email and internet use, Microsoft Office (Word/Excel), online job searching, and resume development, to improve employability and support successful workforce re-entry.

Complete three cohorts of the computer skills training class and evaluate program effectiveness.

Over the course of the year, three cohorts will complete the 10 week workshop and data will be collected to evaluate program effectiveness and make program improvements. Graduate students from the UH School of Public Health will assist with creating Pre and Post Program surveys to be administered to program clients.

Provide safe storage for vital documents of homeless community members.

Ho'omana will offer secure, organized storage for vital documents (e.g., IDs, birth certificates, Social Security cards, financial paperwork) to reduce loss and improve access for housing, benefits, and employment needs. Staff will support participants with document retrieval to help remove barriers to stability and workforce re-entry.

Streamline Food Bank Pick-Up and Delivery, Enhance Friday Outreach

Ho'omana will streamline food bank pick-up and delivery by shifting from a model that previously required three vehicles and three drivers to a more efficient approach using one designated staff member and one cargo van. This change will improve consistency, reduce staffing strain, and strengthen Friday outreach by ensuring timely and reliable food distribution to homeless community members.

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

July 2026

Set up a computer lab and ensure all equipment is working properly.

Recruit 20-30 community members experiencing homelessness for the three-10 week workshops. The cohorts will be recruited from the over 100 homeless community members who come every Friday to Ho'omana for a hot meal and services.

August 2026 -

Launch the first cohort and deliver 2-hour weekly sessions for 10 weeks focused on computer skills, online job searching, and resume writing to improve job readiness and employability.

October 2026-

Ho'omana will conclude the first 10-week workshop, support participants in finalizing resumes and next-step job search plans, and complete program closeout activities. Staff will track and document attendance, participant progress, and key outcomes.

First cohort will be evaluated.

January 2027 -

Launch the second cohort of 10 community members and deliver 2 hour weekly sessions for 10 weeks focused on computer skills, online job searching, and resume writing to improve job readiness and employability.

March 2027-

Ho'omana will conclude the second 10 week workshop, support participants in finalizing resumes and next step job search plans, and complete program closeout activities. Staff will track and document attendance, participant progress, and key outcomes.

The second cohort will be evaluated and adjustments will be incorporated into the final cohort.

April 2027-

Launch the third cohort of 10 community members and deliver 2 hour weekly sessions for 10 weeks focused on computer skills, online job searching, and resume writing to improve job readiness and employability.

June 2027-

Ho'omana will conclude the third 10 week workshop, support participants in finalizing resumes and next step job search plans, and complete program closeout activities. Staff will track and document attendance, participant progress, and key outcomes.

Final program evaluation will be completed, including overall outcomes across all cohorts, lessons learned, and recommendations for sustaining or expanding the program.

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

Ho'omana will monitor and evaluate program quality and outcomes through a combination of participant surveys and participation tracking. The 10-week computer skills cohort will be evaluated using pre- and post-program surveys, designed and administered in partnership with UH School of Health Sciences students, to measure changes in digital confidence, job-readiness skills, and resume completion. Ongoing engagement will be tracked through weekly sign-in sheets for computer lab and class participation, and staff will use this data to identify attendance trends, adjust instruction and support as needed, and strengthen overall program effectiveness.

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.

- Number of unduplicated participants enrolled in the 10-week computer skills and resume writing workshop (target: 5–10 per cohort).
- Number and percentage of participants who complete the 10-week program, verified through weekly sign-in sheets.
- Number and percentage of participants who demonstrate improved computer skills, measured by pre- and post-survey results (e.g., increased confidence/competency in email, internet navigation, and basic office software).
- Number and percentage of participants who complete a job-ready resume by program end.
- Total number of instructional hours delivered (2 hours/week x 10 weeks) and participant attendance rate across the cohort.

IV. Financial

Budget

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

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$100,000	\$75,372			

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

Private donations for 2027 will total \$64,800.
4. The applicant shall provide a listing of all state and federal tax credits it has been granted within the prior three years. Additionally, the applicant shall provide a listing of all state and federal tax credits they have applied for or anticipate applying for pertaining to any capital project, if applicable. (N/A)
5. The applicant shall provide a listing of all federal, state, and county government contracts, grants, and grants in aid it has been granted within the prior three years and will be receiving for fiscal year 2027 for program funding. (N/A)
6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2025.

Unrestricted assets:

Cash and Cash Equivalents- \$11,501
 Store Inventory - \$120,000
 Equipment - \$45,000

Total= \$176,501

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.

Ho'omana has the capacity and community trust to deliver the proposed computer skills and resume writing program, supported by founder and Executive Director Rowena Pangan, who has led Ho'omana for 21 years and oversees services reaching approximately 700 unduplicated Kaua'i residents annually, with consistent documentation and reporting systems

To ensure high-quality instruction, Ho'omana has partnered with community member Ken Dickenson, who brings direct experience teaching computer literacy and workforce readiness skills. This partnership strengthens Ho'omana's ability to deliver structured, accessible weekly instruction while providing participants with individualized support to build foundational digital skills and complete job-ready resumes.

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.

Ho'omana will operate the proposed program from its established service site located off the highway at 4531 Kuamoo Rd, Kapa'a, HI 96746, providing accessible, consistent space for participant engagement and service delivery. A dedicated computer lab will be set up onsite in July 2026, with functional workstations and reliable internet to support weekly instruction, hands-on practice, and participant tracking for the 10-week cohorts.

VI. Personnel: Project Organization and Staffing

1. Proposed Staffing, Staff Qualifications, Supervision and Training

Ho'omana will implement this project with a small team responsible for oversight, instruction, participant support, and reporting. Rowena Pangan, Executive Director (30% time), will supervise project operations and ensure compliance and documentation. Staffing also includes a Program Administrator/Evaluator (50% time), a Computer Skills Trainer (30% time), and Computer Lab/Document Access Oversight (25% time) to support weekly instruction, participation tracking, and evaluation.

2. Organization Chart

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

3. Compensation

The applicant shall provide an annual salary range paid by the applicant to the three highest paid officers, directors, or employees of the organization by position title, not employee name.

Executive Director - \$60,000 - \$70,000
Office Manager - \$45,000 - \$55,000
Staff Manager - \$ 40,000 - \$50,000

VII. Other

1. Litigation

No, Ho'omana is not involved in any active litigation.

2. Licensure or Accreditation

No licensure is needed.

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.

No, this grant will not be used to support an educational institution.

4. Future Sustainability Plan

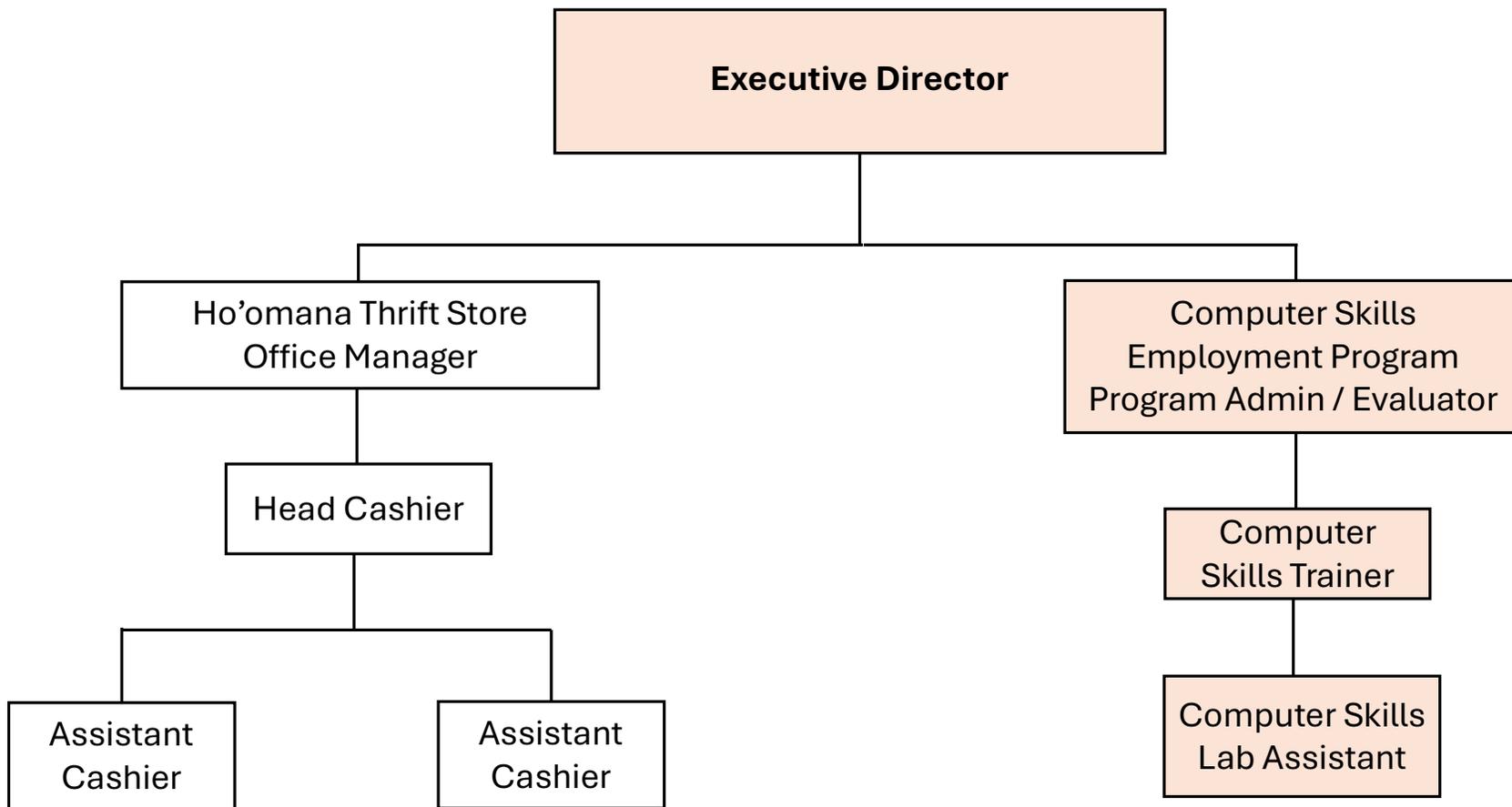
The applicant shall provide a plan for sustaining after fiscal year 2027 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2027, but
- (b) Not received by the applicant thereafter.

With GIA support, Ho'omana will be able to purchase the equipment necessary to run a computer lab and computer skills workshop targeted to the Kaua'i homeless population that wants to re-enter the workforce. Additionally, Ho'omana will provide safe-keeping

for vital documents needed to apply for jobs and gain access for other supportive services.

We will document the outcomes of these much needed expanded services to leverage on-going funding from other sources. *Ho'omana is in an excellent position* to secure funding from County grant opportunities and local Kauai philanthropic donors to continue providing staffing support for these vital programs.



BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2026 to June 30, 2027

Applicant: Ho'omana, Inc

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	63,750			
2. Payroll Taxes & Assessments	7,650			
3. Fringe Benefits	19,125			
TOTAL PERSONNEL COST	90,525			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				12,000
3. Lease/Rental of Equipment				4,000
4. Lease/Rental of Space				32,000
5. Staff Training				6,000
6. Supplies	3,800			
7. Telecommunication				4,800
8. Utilities				
9. Bus Passes	4,000			
10. Participation Stipends				6,000
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
TOTAL OTHER CURRENT EXPENSES	7,800			64,800
C. EQUIPMENT PURCHASES	17,047			
D. MOTOR VEHICLE PURCHASES	60,000			
E. CAPITAL				
TOTAL (A+B+C+D+E)	175,372			64,800
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	175,372	Kenna Stormogipson (808)892-5998		
(b) Total Federal Funds Requested	0	Name (Please type or print) Phone		
(c) Total County Funds Requested	0	K. Stormogipson 01-23-26		
(d) Total Private/Other Funds Requested	64,800	Signature of Authorized Official Date		
TOTAL BUDGET	240,172	Kenna STORMOGIPSON, BOARD PRESIDENT		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2026 to June 30, 2027

Applicant: Ho'omana, Inc.

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Computers	6.00	\$1,500.00	\$ 9,000.00	
Copier / Printer	1	\$700.00	\$ 700.00	
File Cabinets	3	\$349.00	\$ 1,047.00	
Tables	10	\$150.00	\$1,500	
Outdoor Tents	6	\$800.00	\$ 4,800.00	
TOTAL:	26		\$ 17,047.00	
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
Cargo Van	1.00	\$60,000.00	\$ 60,000.00	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:	1		\$ 60,000.00	
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2026 to June 30, 2027

Applicant: _____

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						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS:						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: _____

Contracts Total: -

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					