

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](#)) **NOT APPLICABLE**
 - d) Capital project details ([Link](#)) **NOT APPLICABLE**
 - e) Government contracts, grants, and grants in aid ([Link](#))
- 7) Experience and Capability
- 8) Personnel: Project Organization and Staffing



AUTHORIZED SIGNATURE

Rachelle Nam, Executive Director

PRINT NAME AND TITLE

January 23, 2026

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: KUKULU KUMUHANA O ANAHOLA

Issue Date: 12/30/2025

Status: **Compliant**

Hawaii Tax#: [REDACTED]

New Hawaii Tax#:

FEIN/SSN#: [REDACTED]

UI#:

DCCA FILE#: 227201

Status of Compliance for this Vendor on issue date:

Form	Department(s)	Status
A-6	Hawaii Department of Taxation	Compliant
8821	Internal Revenue Service	Waived
COGS	Hawaii Department of Commerce & Consumer Affairs	Exempt
LIR27	Hawaii Department of Labor & Industrial Relations	Compliant

Status Legend:

Status	Description
Exempt	The entity is exempt from this requirement
Compliant	The entity is compliant with this requirement or the entity is in agreement with agency and actively working towards compliance
Pending	A status determination has not yet been made
Submitted	The entity has applied for the certificate but it is awaiting approval
Not Compliant	The entity is not in compliance with the requirement and should contact the issuing agency for more information

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

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant is awarded;
 - b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
 - c) Agrees not to use state funds for entertainment or lobbying activities; and
 - d) Allows the state agency to which funds for the grant were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant.
- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is incorporated under the laws of the State; and
 - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant is awarded shall be conducted or provided; and
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawaii Revised Statutes:
 - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
 - b) Has a governing board whose members have no material conflict of interest and serve without compensation.
- 4) The use of grant-in-aid funding complies with all provisions of the Constitution of the State of Hawaii (for example, pursuant to Article X, section 1, of the Constitution, the State cannot provide "... public funds ... for the support or benefit of any sectarian or nonsectarian private educational institution...").

Pursuant to Section 42F-103, Hawaii Revised Statutes, for grants used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant used for the acquisition of the land.

Further, the undersigned authorized representative certifies that this statement is true and correct to the best of the applicant's knowledge.

Kūkulu Kumuhana O Anahola
(Typed Name of Individual or Organization)

Rachelle Nam January 20, 2026
(Signature) (Date)

Rachelle Nam Executive Director
(Typed Name) (Title)

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

Kūkulu Kumuhana O Anahola (KKOA) emerged out of the collective grief after three teenagers died by suicide in 2008 in the native Hawaiian community of Anahola on the island of Kaua'i. Manulele Clarke and Ku'uleialoha Punua rose to the challenge to provide safe spaces that would deter suicide, bring healing to the surviving families and community members and ultimately to provide hope during their darkest hour.

Our name means “the pooling together or building the strengths of Anahola”. Leaving such a painful meeting, led to something very simple. KKOA invited the community to a FREE movie night on the last Sunday of each month with a cultural craft for the families, dinner, popcorn and a family movie. It was held at the Anahola Clubhouse and a huge movie screen was set up so it would be like a drive-in movie. This was non-threatening and allowed families a place to breathe easy, no shame, and no pressure. We have provided this opportunity on the last Sunday of the month during the summer from May to August for the past 17 years building trust, listening and caring for our families. This is where every outreach, every event that we do and every workshop we provide is birthed from ~ from the heart of our community.

A survey was also sent in 2015 to over 500 households in Anahola asking what they saw as important and the top 3 priorities were: **1) Education, 2) Building life skills and 3) Perpetuating Hawaiian culture.** All three of these priorities are preventive measures that deter suicide. Since there is no SINGLE cause for suicide, KKOA continues to provide an array of support to strengthen these protective factors. Through this work, it is our intent that KKOA be a vessel to lead and direct families to safe places with safe people so members of the community would thrive.

KKOA's activities and key strategies carry out its foundational mission to:

1) Promote the practice of Hawaiian culture. We accomplish this by facilitating opportunities and activities for intergenerational knowledge exchange to occur, and to establish an understanding about how the past affects the present regarding a sense of belonging. Hands-on activities also provide knowledge exchange of heritage foods and plants culturally used for various purposes;

2) Empower Native Hawaiians to successfully manage their future by providing opportunities in various professional fields and mentorship opportunities. This will broaden their perspectives of the many skills that can be learned within an agricultural setting using hands-on 'āina-based training, cultural practitioners, and various skilled professionals.

3) Establishing a thriving Hawaiian community by collaborative connections within their community; helping them be an active contributor in their household and to their 'ohana by developing future plans from what they learn.

We strongly believe that our commitment and collaborations have been a key to seeing a shift from Anahola having the highest rate of suicides to having **one suicide in the past 5 years**. We need to expand our reach to our neighboring communities who are still struggling with high suicide rates. We also believe that the relationships that have been built through our programs promoted a deep sense of belonging to this island of Kaua'i and more importantly, to each other.

Our 'āina-based programs have also revealed a beautiful perspective of the importance of our farmers who provide our food. We have seen over the years, young children who would not touch a vegetable, now wanting to eat their vegetables **AND** they know nutritional facts about our native foods like kalo (taro), ulu (breadfruit), mai'a (banana) and niu (coconut). KKOA continues to be an active member of the Kaua'i Prevent Suicide Task Force, has a certified suicide prevention trainer, and a contributor to the Kaua'i Food Access Plan 2030. Our Ulupono Anahola project ~ an agricultural and youth technology center ~ is also part of the 2022 Department of Hawaiian Home Lands Anahola Regional Plan.

2. The goals and objectives related to the request

The overall goal of this project is to improve the mental health and food security of Anahola residents by strengthening the protective factors of individuals, families, and communities. Preventive indicators of suicide showed that culture, education, life skills, and a healthy lifestyle would strengthen individuals, families and ultimately the community. KKOA seeks to be a vessel to lead and direct families to safe places with safe people so members of the community can thrive.

Goal A: Community-level Protective Factors ~ *To build a strong, connected, and culturally grounded community where residents feel safe, supported, and*

engaged—reducing isolation and risk behaviors by creating regular opportunities for trust-building, cultural connection, and collective care.

Objective A: Community Protective Factors ~ *Continue to strengthen the community level protective factors against suicide and other troubling risk behaviors by providing positive and engaging activities that build relationships of trust and support through a minimum of 12 community events that include the following:*

(3) Suicide Prevention Training per year with a minimum of 10 participants

(4) Anahola ‘Ohana Movie Nights once a month from May to August

(1) Light Up the Night Event once per year

(3) Cultural workshops presented by local cultural practitioners

(1) Wa‘a Kaulua Pae Kula event with the Department of Education

Through the years we have collaborated with over 15 partners that share resources to assist the community in cultivating their culture, completing applications that would provide food for their families, services that help youth build their leadership skills, and training in suicide prevention and other activities that encourage the family unit to work together. Here are a few of our community partners:

‘Āina Alliance * Alu Like * Consuelo Foundation * Crossroads Christian Fellowship * Hale ‘Ōpio Kaua‘i * HMSA * Ho‘ākeolapono Trade Academy * Kamehameha Schools * Kanuikapono Public Charter School * Kaua‘i Families First * Kaua‘i Planning Action & Alliance * Kaua‘i Resilience Project * Kohokuola Foundation * Malama Kaua‘i * Project Vision * Ho‘ola Lahui * Wilcox Health Center * Prevent Suicide Kaua‘i Task Force * Kaua‘i Community College * Boys and Girls Club (Kapa‘a and Lihu‘e) * Wa‘a Kaulua Pae Kula Team * and multiple elementary, middle and high schools

Goal B: *To increase the community’s ability to recognize, respond to, and prevent suicide by training youth and adults to act as informed, confident “alert helpers” within their own families, streets, and social networks.*

Objective B: Suicide Prevention Capacity ~ *Strengthen the ability of youth and adults to prevent suicide and support their friends and families through KKOA’s Palekana Program (to be safe, secure, protected, saved, or rescued)*

In 2023, KKOA provided the means to train one staff member to be a certified suicide prevention trainer using the safeTALK curriculum created by Livingworks. It is a 3.5 to 4 hour in-person training provided to youth 15 years and older and to adults. In 2 years, we have been able to train over 200 community members in various professional fields. Currently, we have hosted and trained a team from Moloka‘i, whose rate of suicide in the Native Hawaiian community reached 8 suicides in one year. This team is one step away from being certified trainers. safeTALK is an acronym for “suicide alertness is for

everyone". TALK represents the tools they learn on how to be an "alert helper" or to recognize when someone needs help:

- 1) **T=Tell** (Sometimes they are actually **TELLing** you they are headed in that direction, but not saying it directly)
- 2) **A=Ask** (How not to be afraid to actually **ASK** if someone is thinking about suicide)
- 3) **L=Listen** (The training teaches you what to **LISTEN** for as someone shares) and
- 4) **K=Keep Safe** (You will learn how to **KEEP** both the person **AND** yourself **SAFE** from harm.)

Our long-term goal is to decrease the number of suicides in Anahola, on Kaua'i and state wide. In Anahola, there are approximately 45 streets. A recent goal is to have at least one person or family trained on every street since they know their neighbors. To date we have 30 Anahola residents trained covering 15 streets with alert helpers. This is progress towards a more healthy and resilient community.

***Goal C:** To empower youth with skills, confidence, and purpose through 'āina-based learning that strengthens civic engagement, self-worth, food security, and long-term resilience.*

***Objective C: Youth Resilience and Food Security** ~ Strengthen the protective factors among youth by providing them skills that encourage civic participation, build self-confidence, and restore community food self-reliance and indigenous food sovereignty through the Resilient Leaders and Food Security Program (RLFS).*

In 2020, as our island was shutting down due to COVID-19, KKOA invited residents and their families to come with their masks on to learn how to grow their own foods. We had 2 people on staff - our Executive Director and our farmer. The Department of Hawaiian Home Lands offered us a lot that was less than an acre. We cleared it to provide a garden area and a mala about 50ft x 70ft. The families that came were faithful in nurturing about 1,000 kalo plants which started from the huli or beginning stages. From this small community group, our **Resilient Leaders and Food Security (RLFS)** program was birthed. KKOA taught a 4-part series on growing their own food and they wanted more.

As school started up again and families began to go back to work, Kanuikapono Public Charter School (KPCS) heard of our RLFS program and asked for KKOA's help with the transition of haumana (students) coming back to school. They are a Title 1 school in Anahola serving approximately 170-200 students in grades K-12. We committed to work with the 7th graders and created a year long curriculum and met once a week/every other week. It included the following components:

- **Lessons aligned with the Hawai'i Department of Education secondary education core curriculum** and guides middle and high school students through a series of agriculture and food system learning objectives. There is training in science-based methods and techniques in small farm agriculture and natural resource management to prepare our youth for higher education and career opportunities. In addition, the RLFS program trains students to recognize the natural resources in their community and their uses.
- **Youth were exposed to an 'āina-based and hands-on experience** in KKOA's mala with kalo and vegetable garden. This provided them with an understanding of the importance of the environment, land condition, preparation to amend the soil to have a successful yield, planting, learning pest control, harvesting, and preparing farm to table using kalo and other diversified foods.
- **Youth participate in huaka'i (excursions)** to various locations to broaden their perspective of how our native foods are used, the varieties and their nutritional values, the connections between farms to restaurants or retailers and wholesalers, and a nursery with various fruit trees, medicinals, and other essential plants. KKOA's partnership with businesses like Timbers Resort (relationship of farm to table), Ace Hardware (seeing the cost of tools), Hui Maka'ainana O Makana (growing kalo that can only be given to the community and not sold), CTHAR (having students take soil samples), or sitting in on a Hawaiian Homes Commissioner's meeting (awaiting a decision to approve another 10-acres of land for educational purposes). Each huaka'i (excursion) demonstrated a unique relationship between our land and our families.

Through the RLFS program, youth receive a science aligned curriculum that equips them with a perspective to understand their environment, resources, natural resource management and environmental impacts, and equip them with useful knowledge to utilize in their education or career.

Since the start of this program, KKOA has trained multiple classes ranging from pre-school to middle school ages from various schools, homeschool groups and students from the Kapa'a Boys and Girls Club. ***They also learn that even if they may not be farmers, they are still part of a farming community.***

Goal D: *To protect children and youth from sexual harm by giving keiki the tools and voice to keep themselves safe and to seek help early - reducing harm before it occurs which reinforces a culture of respect and safety across schools and families.*

Objective D: Child Sexual Violence Prevention ~ *Strengthen the protective factors against child sexual violence (CSV) by teaching children and youth to have the confidence and skills to protect themselves.*

KKOA will collaborate with Molokai Child Abuse Prevention Pathways (MCAPP) and Kanuikapono Public Charter School to provide a curricula utilized for almost a decade in the public schools by (MCAPP). This curriculum teaches students, from preschool through 12th grade, how to protect themselves against CSV. It was developed by the Sex Abuse Treatment Center at Kapiolani Hospital with these three components:

- RESPECT My Body
- RESPECT My Boundaries
- My Body is Special

Lessons cover a range of topics that are age appropriate, including: how to recognize and respond to sexually abusive behavior; access help if victimized; respect boundaries and communicate appropriately; assert boundaries to reduce the risk of victimization; and advocate for respectful relationships. This multi-touchpoint model ensures students receive education as they encounter new risks at every age and stage of development. Lesson plans are culturally relevant for students, parents, caregivers, and teachers, and creates opportunities for students to share concerns, seek guidance, and develop solutions.

KKOA and MCAPP are currently partnering to learn from one another. Although both of our organizations are not on the same island, we both have similar challenges but have found solutions that we believe will benefit both of our islands and community. We are already experiencing positive effects and more community support.

Goal E: *To support the mental, emotional, and physical wellbeing of kūpuna by ensuring consistent access to food and meaningful human connection, reducing isolation and strengthening interdependence within the community.*

Objective E: Kūpuna Support ~ *Support the mental health and food security of kūpuna (elderly) through the Ho'ohana Program*

At the start of COVID-19, KKOAA was called upon by many organizations, including Child Family Services, Nourish Kauai, Lili'uokalani Trust, 'Āina Ho'okupu O Kilauea and Malama Kauhāi, to mobilize volunteers to distribute much needed supplies and food. In

the beginning, KKOA's distributed between 250-300 meals **everyday** to kūpuna (elders) and families in need.

Through this experience, **KKOA created the Ho'ohana Program (Working With A Purpose)** to address the critical need for support among kūpuna, not just for food, but more importantly to check in on our most vulnerable community members to make sure they are okay. We no longer need to deliver meals everyday, but currently partner with Nourish Kaua'i as they provide meal kits once a week. Our team has been consistent in their care for our kūpuna and never rush from one delivery to another. This is especially true for those living alone. In many cases, the KKOA volunteer or staff making the delivery is the only person they interact with all week. Today, KKOA checks in on and delivers food weekly to 85 kūpuna in Anahola. However, that program is in jeopardy. Nourish Kaua'i recently had to cut 70 kūpuna from their list. That decision affected about 30 of the kūpuna in Anahola. KKOA's solution was to divide the deliveries in half and to deliver them every other week. This way none of our kūpuna would be removed from the list. We would still like our kūpuna to receive these meal kits every week as they are all locally sourced items but again, seeing them every week face to face is critical.

Looking at the big picture, together, all these objectives:

- Address **multiple life stages** (keiki, youth, adults, kūpuna)
- Tackle **root causes**, not just symptoms
- Use **culture, land, and relationships** as prevention
- Build a **self-reliant, resilient Anahola**

3. The public purpose and need to be served

Health and wellness. Mental health services are extremely limited on Kauai. Residents in need of mental health services encounter extended wait times, as a shortage of psychiatrists, psychologists, and social workers exists on-island. The lack of health services puts further economic strain and emotional stress as contributes to feelings of hopelessness.

The Healthcare Association of Hawaii (2015) states that there are “high levels of stress in the Native Hawaiian community, elaborating that the historical trauma and loss of culture experienced by the group is evidenced in high suicide rates, joblessness, smoking, and lower education levels. Individuals of Native Hawaiian or Other Pacific Islander descent are near to four times higher to commit suicide”.

Food security. Driven by the stated needs of the community, the Anahola Regional Plan was developed by the Department of Hawaiian Home Lands (DHHL). The plan was conceived after multiple meetings with residents and a survey taken among farmers and underserved families. Food security emerged as a priority concern, and residents shared that access to land was one of the hardest parts of gaining access to food.

Most recently, nonprofit Malama Kauai facilitated the Kauai Food Access Plan 2030, a work plan to increase healthy food access with the long term goal of reducing overweight/obesity and chronic disease in the community. Community gardens were listed as important to residents, and KKOA was identified as the entity to move this objective forward. Residents feel that if they are able to grow food, they would also be able to sell their products through Malama Kauai's food hub to generate household income.

Importantly, Native Hawaiians seek a greater connection to the land, or the 'aina. Unlike the western definition of land as physical location or geographic place that can be owned, or a commodity, Native Hawaiians believe connection to the land is key to their health, identity, and spiritual life. It is a key driver of their wellbeing.

4. **Describe the target population to be served; and Native Hawaiians.** Native Hawaiians are the primary racial/ethnic population that resides in the homestead community of Anahola. Over 76% of Anahola residents, or approximately 2,119, are Native Hawaiian alone or in combination, the 2nd highest rate of Native Hawaiians in a community in Hawai'i. (U.S. Census Bureau, American Community Survey, 2022 five year average)

Health and wellness. A report on the health of Kauai County residents indicates that the lack of access to quality food, lack of affordable housing, and economic insecurity has resulted in high levels of mental health issues on island such as depression, anxiety, and suicide. Indicators from the Hawai'i Health Data Warehouse include the following (citations provided upon request):

- The number of suicides on Kauai has increased from 88 between 2004-2013 to 154 from 2014-2023. There have been clusters of suicide in the community, a risk factor for more suicide.
- 21% of adults heavy or binge drink, and over 28% grew up in a household where drinking and drug abuse were an issue; 33% of youth use illicit drugs.

- 32.5% of high school, 30% of middle school, and 13% of adults say they have depression.
- 13% of adults experienced intimate partner violence (IPV) and almost 20% grew up in a household with IPV; and among youth, 17% of high school and 22% of middle school students experienced IPV.
- 7% of middle school and 10% of high school students say they were sexually abused.

Food security. Anahola’s food landscape illustrates direct and indirect food access discrepancies. Anahola can be characterized as a food desert. In 2020, 1 in 4 residents (26%) utilized food aid distribution programs (a 7% increase) to assist with food access, 44% of Kaua’i residents are low income, 10.1% of keiki live at a distance from a grocery store and fail to meet both dietary and physical activity guidelines. More hands-on nutrition education is recommended by the Kauai County Community Health Needs assessment.

- Over 57% of Native Hawaiian households on Kauai are either living below the poverty level or below the ALICE (Asset Limited Income Constrained Employed) threshold, meaning they do not have enough to pay for basic necessities.
- Across Kauai, 22.5% of residents are food insecure. However, this rate jumps to over 43% in Native Hawaiian households.
- Currently, 56% of Hawaii residents worry about affording basic needs, with 44% of Kaua’i residents burdened by “living paycheck to paycheck”. Households with children endure higher food insecurity.
- Over 13.3% of Kauai households rely on free food, the highest rate of any county (statewide 9.5%). In addition, 19.6% of Kauai residents consume less than one vegetable a day, and 66.6% consume less than 3 vegetables a day.

5. Describe the geographic coverage.

The primary geographic focus of this project is **Anahola**, a rural, predominantly Native Hawaiian community located on the **northeastern coast of Kaua’i**, Hawai’i. Anahola is a Hawaiian Home Lands community characterized by limited access to health services, food outlets, and transportation, and faces longstanding social, economic, and health disparities. The community consists of approximately **45 residential streets** and

includes families, youth, and kūpuna who often rely on locally based, trusted organizations for support and services.

KKOA's programs are **deeply rooted in Anahola**, where services are delivered through schools, community spaces, 'āina-based sites, and direct household outreach. Because Anahola is geographically isolated from many centralized services on the island, KKOA focuses on place-based, relationship-driven approaches that ensure support is accessible within the community itself.

In addition to Anahola, KKOA's work extends to the **island of Kaua'i**, Hawai'i's northernmost major island, which encompasses rural, suburban, and remote communities across approximately **552 square miles**. Kaua'i's geographic isolation, limited service providers, and transportation barriers create challenges for residents seeking mental health, food security, and prevention services—particularly in Native Hawaiian and rural communities.

Through partnerships with schools, nonprofit organizations, healthcare providers, and community coalitions, KKOA's programs reach residents beyond Anahola when appropriate, including neighboring communities and island-wide initiatives related to suicide prevention, youth development, food security, and elder support. While Anahola remains the core service area, the impact of KKOA's work contributes to broader **Kaua'i-wide resilience and prevention efforts**.

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

KKOA will implement a comprehensive, place-based prevention and food security initiative in Anahola and across Kaua'i that strengthens protective factors at the individual, family, and community levels. Through culturally grounded programming, evidence-based suicide prevention training, 'āina-based education, and direct support services, KKOA will address mental health, suicide prevention, food security, and community resilience. The following describes the scope of work, key tasks, staff responsibilities, and expected results for each objective.

A: Community-level Protective Factors

Scope of Work: KKOA will coordinate and host a minimum of 12 community events annually designed to build trust, social connection, cultural identity, and access to resources. Activities will provide safe, welcoming spaces for families and individuals to engage with one another and with community partners.

Tasks: Plan, coordinate, and host / collaborate:

- (3) Suicide prevention trainings
- (4) Anahola 'Ohana Movie Nights during May to August
- (1) Light Up the Night event on October 31
- (3) Cultural workshops led by local practitioners
- (1) Wa'a Kaulua Pae Kula event
- Recruit and coordinate community partners and presenters
- Conduct outreach and promotion within Anahola
- Collect participation data and post-event feedback

Responsibilities:

Executive Director and Executive Assistant ~ will work with community partners and businesses to secure support and/or engagement in all events. She will oversee staff and volunteers to set up the activities for each event.

Marketing Manager ~ will create flyers, update social media and website for highest exposure of all events.

B: Increase Suicide Prevention Capacity (Palekana Program)

Scope of Work: KKOA will deliver evidence-based safeTALK suicide prevention training to youth and adults to increase the number of trained "alert helpers" within Anahola and Kaua'i.

Tasks:

- Schedule and facilitate safeTALK trainings (3.5–4 hours each)
- Maintain certified trainer credentials and training materials
- Recruit participants through schools, community organizations, and outreach
- Track participant completion and training coverage by geographic area

Responsibilities: The Executive Director will coordinate training with the public schools and oversee staff. KKOA has one staff certified to provide safeTALK training and contracts a co-trainer and community support resource person at each training.

Results, Outcomes & Measures of Effectiveness

- **Result:** Increased local capacity to prevent suicide
- **Outcomes:** Participants demonstrate increased knowledge, confidence, and readiness to intervene
- **Measures:**
 - Number of individuals trained annually
 - Pre/post assessments showing increased suicide awareness and response skills
 - Number of streets in Anahola with at least one trained alert helper

C: Strengthen Youth Protective Factors through RLFS Program

Scope of Work: KKOA will implement the Resilient Leaders and Food Security (RLFS) Program, delivering ‘āina-based, standards-aligned education that promotes leadership, food security, environmental stewardship, and cultural identity among youth.

Tasks & Responsibilities

- Develop and deliver a year-long, standards-aligned curriculum
- Facilitate hands-on learning in KKOA’s māla, kalo patches, and coastline areas
- Coordinate huaka’i (excursions) with community and industry partners
- Provide supervision, mentorship, and skill-building for participating youth
- Document participation, skill development, and learning outcomes
-

Responsibilities: The Executive Director will coordinate with our Farm and Program Manager regarding dates of school visits and the continued RLFS program with Kanuikapono Public Charter School with the public schools and oversee staff.

Results, Outcomes & Measures of Effectiveness:

- **Result:** Increased youth resilience, leadership skills, and food system knowledge
- **Outcomes:** Youth demonstrate improved self-confidence, civic engagement, and connection to ‘āina
- **Measures:**
 - Number of youth served
 - Curriculum completion and attendance records
 - Youth reflections, skill demonstrations, and educator feedback

D: Child Sexual Violence (CSV) Prevention Program

Scope of Work: KKOA will collaborate with Moloka’i Child Abuse Prevention Pathways (MCAPP) and Kanuikapono Public Charter School to implement a culturally relevant, evidence-informed CSV prevention curriculum for students Pre-K through 12th grade.

Tasks & Responsibilities

- Coordinate curriculum delivery with school administrators and partners
- Deliver age-appropriate lessons aligned with student development
- Provide culturally relevant materials for students, caregivers, and educators

- Support safe disclosure pathways and referral processes the first year of this program

Results, Outcomes & Measures of Effectiveness

Result: Increased knowledge and protective skills among children and youth

Outcomes: Students demonstrate improved understanding of body safety, boundaries, and help-seeking behaviors

Measures:

- Number of students reached by grade level
- Pre/post lesson assessments
- Teacher and caregiver feedback

E: Ho'ohana ~ Kupuna Program

Scope of Work: KKOA will provide ongoing food delivery and wellness check-ins to kūpuna in Anahola to reduce food insecurity and social isolation.

Tasks & Responsibilities

- Coordinate weekly or biweekly food distribution with partners
- Conduct wellness check-ins during deliveries
- Maintain consistent volunteer and staff engagement
- Track service delivery and kūpuna participation

Results, Outcomes & Measures of Effectiveness

- **Result:** Improved food access and social connection for kūpuna
- **Outcomes:** Kūpuna report feeling supported, less isolated, and cared for
- **Measures:**
 - Number of kūpuna served and frequency of deliveries
 - Retention rates of participating kūpuna
 - Informal feedback and check-in documentation

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

All activities are ongoing. The timeline for each is as detailed below.

- A. Anahola 'Ohana Movie Nights:** Movie nights are held monthly from May to August.
- B. Palekana Program:** safeTALK training sessions are held a minimum of 3 times a year based on the needs of the community, community colleges and various professions that seek additional training. Currently (1) training is scheduled in February on Moloka'i and there is usually a training in September during Suicide Prevention Month.
- C. Resilient Leaders & Food Security Program:** Cohorts of students will participate in RLFS during the school year.
- D. CSV prevention education:** Students will receive CSV prevention education in partnership with their schools, during the school year.

E. Ho'ohana Program: Food deliveries for Kupuna are made weekly throughout the year.

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. The following measures are in place to ensure the project is proceeding as planned, and with greatest impact:

- All team members have access to the curriculum and training manuals that participants are using, and each team member is cross-trained in various roles. For example, our Program Director is skilled in the responsibilities of our Farm Manager and vice versa; both understanding and ensuring that the objectives of the project are attained in an effective manner. In the same manner, our Assistant to Program Operations is also trained to execute the curriculum so that participants will still be provided the training necessary.
- Communication between the Executive Director and members of the board are ongoing and productive. Both are skilled in various areas that, if needed, are able to execute any part of the program so that the quality of attaining our goals and objectives will attain the best results for the program and the participants.
- KKOA has partnerships with many cultural practitioners, educators and farmers who are skilled in each area of our program, and are consulted when appropriate to improve the impact of activities. They have an invested interest to see our program succeed for the betterment of our community and the island of Kaua'i.
- In the event of challenges or barriers to progress, the team will meet more frequently and develop and test different solutions. Feedback will be more frequently solicited from participants until the challenge is resolved.

Evaluation plan. Executive Director, Rachelle Nam will be responsible for evaluation through the following:

- **Outputs:** Tracking tools will capture the total number of participants and date of each activity. Comparative analysis will be made of the projected vs. the actual outputs to ensure activities are proceeding as planned.
- **Outcomes:** A compilation of observed activities will capture program design implementations and their effectiveness by observing the participants ability to apply an instructed method or technique to produce a specific outcome. Regular assessments (checklists, pre and post questionnaires for participants, data collection) will be conducted to evaluate the impact of activities.

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.**

Scope of Work, Tasks, and Measures

The Executive Director provides overall leadership and directly leads suicide prevention, child sexual violence prevention, and kūpuna support programs, with coordination and administrative support from the Executive Assistant. The Program Director and 'Āina-Based Educator co-lead youth and 'āina-based programming, supported by two program interns and trained co-facilitators as needed.

Objective	Scope & Key Tasks	Lead Role	Output & Outcomes	Measures of Effectiveness
A. Community Protective Factors	Plan and host 12+ culturally grounded community events; coordinate partners; conduct outreach; collect feedback.	Executive Director (lead); Executive Assistant (partner coordination) Community Garden Manager (support)	50-250 individuals attend each event. Increased community engagement and social connection.	Events held; attendance; participant surveys.
B. Suicide Prevention (Palekana)	Facilitate safeTALK trainings; coordinate co-trainer and CSR presence; recruit participants; track coverage.	Executive Director (lead trainer); Co-Trainer & CSR (support)	30 youth/adults complete suicide prevention training. Increased readiness to recognize and respond to suicide risk.	Individuals trained; pre/post assessments; and # of streets covered with alert helpers
C. Youth Resilience & Food Security (RLFS)	Deliver 'āina-based curriculum; manage māla and kalo activities; lead huaka'i; mentor youth; supervise interns.	Cultural Program Manager & Farm Manager (co-leads); Farm Assistants (support)	3 cohorts will be organized. 30-50 youth/adults will complete RLFS program Increased youth leadership, confidence, and food system knowledge.	Youth served; attendance; skill demonstrations and reflections.

D. CSV Prevention	Implement age-appropriate prevention curriculum; coordinate with school and MCAPP; support referrals.	Executive Director (lead); MCAPP Executive Director (collaboration)	50 elementary students are provided CSV prevention education. Improved student knowledge of body safety and boundaries.	Students reached; pre/post lesson assessments.
E. Kūpuna Support (Ho'ohana)	Coordinate food delivery and wellness check-ins; schedule volunteers; document services.	Executive Director (lead); Executive Assistant (volunteer coordination)	80-90 kūpuna will receive a weekly check-in and meal kit with healthy locally sourced foods. Reduced food insecurity and social isolation among kūpuna.	Kūpuna served; delivery frequency; retention rates

IV. Financial

Budget - See attachments

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
\$75,000	\$35,000	\$75,000	\$25,000	\$20,000

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

KKOA will request funding from a blend of public and private foundations, including but not limited to the Department of Hawaiian Homelands (DHHL), Kosasa Family Foundation,

Consuelo Foundation, McInerney Foundation, Hawai'i Community Foundation, City and Count of Kaua'i OED Life Choices, and G.N. Wilcox Trust.

The DHHL has committed **capital funding** of \$4.13 million dollars to develop Ulupono Anahola. Funds are anticipated to be released in 2026. However, **no operating expenses** to implement the project or fund salaries for the ongoing services to the community are included in the DHHL grant.

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

Not applicable.

5. **The applicant shall provide a listing of all federal, state, and county government contracts, grants, and grants in aid it has been granted within the prior three years and will be receiving for fiscal year 2027 for program funding.**

2023 - None

2024 - None

2025 - \$50,000 - City & County of Kaua'i OED - AG Farm Expansion Grant

2025 - \$4,013,00 - PENDING - Department of Hawaiian Home Lands - NTIA Tribal

Broadband Connectivity Program. Please note that these funds are **capital grant funding**.

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

\$178,807.61

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.

KKOA has a proven record of commitment to the Anahola community. Community and nonprofit collaborations led to activities that facilitate community improvement and individual development, through workshops and events, to address three key areas that the community communicated as most important to them which are: Education, Cultural Activities and Skill Building.

Since the conception of hosting free Anahola 'Ohana Movie Nights 17 years ago, KKOAs reach has expanded beyond our expectations. Once we were able to secure

funds in 2019 to hire two staff members, our Executive Director and our Farm Manager, KKOAs ability to steward several programs proved beneficial to the Anahola community and island-wide. We foresaw the changes taking place in our nation and continue to prepare not just this generation but future generations. We hope the following efforts reveal our experience in many avenues:

2008-Current Anahola 'Ohana Movie Nights continue to be strong with regular attendance. We now see 4 generations participating, without their phones and engaging with each other. Also, from having no other partnerships, we currently have had over 20 partnerships providing various services from literacy, health and nutritional services, cultural demonstrations and activities and movies that are vetted for family audiences. We also hosted clean ups at Anahola Beach, provided ukulele class and tutoring for 4th and 5th graders attending Kanuikapono Public Charter School.

2019-Current KKOAs included the community every step of the way as we developed the Ulupono Anahola project, which will be the home for all of our projects. We completed an Environmental Assessment and all the drawings for the proposed buildings to continue our programs which have been approved by DHHL. DHHL provided a 5-year license for our 10-acre property and we pushed for a 30-year license for the next generation which we did receive. The 30-year license is in addition to the 5-year license.

Providing volunteer teams to deliver CSA boxes, meal kits, and cooked meals for both adults and keiki has generated so much funding for this underserved community. Meal kits alone for the past 5 years is almost \$1M.

Many of our partners have come to us seeking assistance in a variety of ways from teaching 'olelo Hawai'i to being an extra hand at their events. We have made every effort to be committed, reliable and good stewards of everything we have received including learning from others as we partner together. From working with the City and County teams during summer fun to being a panelist at a Food Summit or helping our kūpuna get a ramp built because they are coming home from the hospital ~ our KKOAs team has learned and built verifiable experience to fulfill the requests listed in this proposal.

2025 **In the first 6 months of 2025**, we served over 2,860 Native Hawaiians through our programs. The total number of people served was 11,208 people. **The programs listed in this request have reached the following number of keiki, youth, adults and kūpuna in the first 6 months of 2025:**
Kūpuna: 2,100 |Adults: 1640 |Middle & High School: 1926 |Pre-K - 5: 2331

Our accomplishments give us confidence in our ability to develop and oversee impactful projects and programs.

In the last year, the following are some of the services that KKOA provided to the Anahola community:

- **Anahola 'Ohana Movie nights:** Monthly movie nights from May through October, each attended by between 130-250 individuals.
- **RLFS Program:** Provided five cohorts of the RLFS program to over 100 students grades K-5 at Kanuikapono PCS school.
- **Palekana suicide training:** Provided 4 sessions of safeTALK training in four sessions that benefitted 63 community members.
- **Ho'ohana produce:** Completed deliveries of fresh vegetables to 50 families every other week; provided Kaukau for Keiki food boxes for 29-60 children each week from March-December; delivered Kupuna Meal Kits to almost 90 households every week throughout the year.
- **Summer Fun for Youth (Anahola and Kapa'a):** Held 6 Summer Fun sessions July-August, each attended by 30-45 PreK-5th grade children.
- **Boys & Girls Club Kapa'a (BGCK):** Collaborated with BGCK to provide after-school activities for 10 Pre-K and grade school students throughout the year.
- **Kalo to Kula:** Partnered with Malama Kaua'i and local schools to provide science and agricultural education presentations throughout the year. Schools included Island School; a homeschool group; King Kaumuali'i Elementary; Kapa'a Middle School; and teachers and cafeteria staff.
- **Wa'a Kaulua Pae Kula:** Partnered with Wa'a Kaulua Team and Department of Education to provide education regarding navigation, canoe plants, and astronomy to all students from Wilcox Elementary School (700), Chiefess Kamakahalei Middle School (800), Hanalei Elementary School (160), Kapa'a Elementary School (800), Kaua'i High School (1014) and Kanuikapono Public Charter School (220)

Verifiable experience

Organization: City and County of Kaua'i
Contact: Marta Hulsman | mhulsman@kauai.gov
Dates: 2023 - Current (Summer Fun Program)
Description: Cultural Activities | 'Ōlelo Hawai'i

Organization: Consuelo Foundation
Contact: Dawn Mahi, Program Director, dmahi@consuelo.org
Dates: 2011 - Current
Description: Funding and technical support to increase capacity and sustainability.

Organization: Nourish Kaua'i
Contact: Karolyn Freuler | nourishkauai2020@gmail.com
Dates: 2020 - Current
Description: Kupuna Program with Meal Kits

Organization: Malama Kaua'i

Contact: Megan Fox
Dates: 2013 - Current
Description: Funding, agricultural support to increase food sustainability and providing food boxes to keiki

Organization: HMSA Foundation
Contact: Daisy Chung
Dates: 2025 - 2030
Description: Funding and technical support to increase capacity and sustainability

Organization: Wa'a Kaulua Pae Kula
Contact: Kahanu Keawe
Dates: 2025 - Current
Description: Providing education about navigation, astronomy, canoe plants, birds and oceans and how these ecosystems work together.

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.

Current facilities. We are currently transitioning from our smaller farm site to renovate the building on this site and transform it to a Cultural Education Center for traditional workshops. It needs much needed repairs and we recently found out the previous tenants did not have the proper permits. It is part of our request to rent an office space in Anahola until our future facilities are completed.

The movie nights are held at the Anahola Clubhouse.

Future facilities. KKOA is on the verge of a new cycle of growth, recently receiving permission and a capital grant from the Department of Hawaiian Home Lands (DHHL) to develop the Ulupono Anahola (UA) Agricultural and Youth Tech Center. The UA project will be built on 10 acres of land that will provide KKOA with the resources to expand activities that serve the community, including:

- **Youth Center** will be a dedicated space for youth, with activities that contribute to their education, health, and mental well-being.
- **Technology Center** will provide activities that help youth and adults build skills and access job opportunities and education. Telehealth access will be available.
- **The Marae** will be a meeting place for the community and will store digital mo'olelo (stories) from our kūpuna.
- **Youth Garden** will be a place where youth learn gardening and agricultural skills and are able to cultivate their own food products. The RLFS program will use this space for educational activities.
- **Agricultural training** for residents and farmers in the area to learn skills to grow their own food and/or improve the productivity of their land.

- **Community gardens** will have 50 plots, each 10' x 10', for families to learn how to grow their own food or to remain using the plot for food sustainability. Twenty-five families in the community have already registered to have a plot.
- **Kalo farming** and **agroforestry** will expand so that KKOA is able to produce and distribute more food to the community. We currently have one 50' x 90' and plan three 50' x 100' dry land kalo, fruit trees, medical plants and a lei garden.
- **A food co-op** will be organized to enable KKOA and residents to buy and sell produce.
- **Commercial kitchen** for residents to produce food products as a way to generate income and to prepare food for the community.

The DHHL grant covers only the capital expenses directly related to the Ulupono Anahola project.

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.

Staffing

Position:	Executive Director
Status:	Full-time
Name:	Rachelle Nam
Supervisor:	Board of Directors
Responsibilities:	Hire and manage staff, contractual services and volunteers; administer KKOA's day-to-day activities, create budgets and budget proposals, oversee all grants which includes all grant reports to funders, build capacity through interfaces with organizations and county agencies, work with all contractors and secure permitting for land development when necessary, carry out due diligence tasks and ensure the quality assurance and controls of all projects and programs reach strategic goals and impact.
Qualifications:	Rachelle Nam joined KKOA as a board member in 2013 and served as their secretary and Vice President. She accepted the responsibility as KKOA's first Executive Director in November 2020. She has 40+ years of administrative and leadership experience of managing volunteers and staff along with 35+ years working with children and youth. She assisted in establishing KKOA's 501(c)3 status, coordinated fundraisers that led KKOA in the top 3 organizations that raised the most funds at the HTLA Charity Walk on Kaua'i in 2019, completed the due diligence for the UA property and acquired the 30-year license for this project. She is also part of the Prevent Suicide Kaua'i Task Force and one of the two people

qualified to train others in suicide prevention using the safeTALK curriculum on Kaua'i.

Position: Executive Administrative Assistant to Director
Status: Part-Time
Name: Need to Hire
Supervisor: Executive Director
Responsibilities: The Executive Administrative Assistant provides high-level administrative support to the Executive Director. This role involves managing complex calendars, coordinating meetings and events, handling confidential information, and ensuring effective communication within the organization. She/He is highly organized, proactive, and capable of managing multiple priorities with a high degree of professionalism.
Qualifications: She/He is proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant software.

- Strong organizational and multitasking abilities.
- Excellent written and verbal communication skills.
- High level of discretion and confidentiality.
- Ability to work independently and as part of a team.
- Is skilled in grant writing

Position: Farm Manager
Status: Full-time (40 hrs)
Name: James Kapule Torio
Supervisor: Executive Director
Responsibilities: Train interns in safety procedures of the proper use of heavy equipment and tools, coordinate work schedules of volunteers in the lo'i and the lawn maintenance of the UA ACYC property, participate in the coordination of any outreaches and business ventures within any KKOA program, projects and events.
Qualifications: Keoki Fukumitsu has 40+ years of kalo farming in the ahupua'a of Hakipu'u on the island of Oahu. He is a 7th generation kalo farmer. Through his 3 acre farm in Hakipu'u, he successfully hosted educational outreach programs with at-risk youth, Kamehameha Schools Exploration & Hawaiian Studies, Hawaii State Hospital, Oahu Men's Correctional Facility and more. He served as Cultural Project consultant on the Taro Project at 3 colleges and the Native Hawaiian Advisory Council. He was owner/manager of Kaloman Products & Services, LLC. His responsibilities will include overseeing growing, harvesting and managing the māla.

Position: Cultural Program Manager
Status: Full-time (30 hrs)
Name: Lorilani Keohokalole
Supervisor: Executive Director
Responsibilities: Responsibilities include: researching, planning, developing and implementing Kūkulu Kumuhana O Anahola's "Resilient Leaders and Food Security" program. Other responsibilities include the following:

- Initiate and set goals for programs based on the organization's strategic objectives.
- Plans lessons and programs from start to finish, including identifying processes, deadlines and milestones and incorporating cultural and 'aina-based activities.
- Assists the Farm Manager and interns as needed.
- Teaches and leads participants in the programs to achieve goals set for each program in alignment with Kukulū Kumuhana O Anahola's mission and vision

Qualifications: Lorilani Keohokalole has over 20 years of experience of a diverse set of skills which include being a community advocate, team builder, and program administrator. She is also a cultural practitioner and was part of the Mauna Medic Team at Maunakea. She has designed presentations, workshops, facilitation of groups; processes around teaching; sharing and counseling using Hawaiian values, techniques, and traditional knowledge as taught by our kūpuna (Elders). She also has 17 years of experience as a Resource Manager at Kanuikapono PCS and helped arrange professional development (PD) for staff; substitute-taught classes in all areas; wrote curriculum; team-taught, project-based classes; co-facilitated orientations; trainings and cultural PD for staff and students as well as planned our annual Staff Retreat and Makua/ 'Ohana Retreats. She has worked extensively with the Native Hawaiian communities and is familiar with Title 1, Title II and SNAP qualifying communities as well as the Hawaiian Homes Associations.

Position: Marketing Manager
Status: Part-Time
Name: Richell Sweet
Supervisor: Executive Director
Responsibilities: Assists the Executive Director with current and new programs, facilitating and communicating with volunteers, community outreach, interacting with organizations collaborating with KKOAA programs, and maintaining KKOAA's social media sites with Facebook and Instagram. She will also assist with new branding for each of our programs to keep our community informed of KKOAA's work and activities.

Qualifications: Richell is skilled in all forms of social media and uses various forms of software to create information that brings relevant interactions with KKOAA. Her ability to transform our website has provided critical connections with both our community, funders and individuals. As a Native Hawaiian, she understands and knows how to foster engagement between KKOAA and our community. She is skilled at delivering designs in various formats and able to incorporate feedback and adjustments in a timely manner.

Position: Community Garden Manager
Status: Part-Time
Name: Need to Hire
Supervisor: Executive Director

Responsibilities: The Community Garden Manager is responsible for the successful operation and management of the community garden. This role involves overseeing garden activities, managing resources and volunteers, and fostering community engagement. The ideal candidate is passionate about urban agriculture, has strong organizational skills, and excels in community relations. They also are familiar with native plants in Hawaii and working with a Native Hawaiian community.

Garden Management: Oversee the day-to-day operations of the community garden, including planting, maintenance, and harvesting. Develop and implement garden plans, including crop rotation, soil management, and pest control. **Community Engagement:** Facilitate workshops, educational programs, and events to promote gardening skills and healthy eating. Engage with community members, provide guidance, and address any concerns or needs related to the garden.

Volunteer Coordination: Recruit, train, and manage garden volunteers, including organizing work schedules and tasks.

Foster a positive and collaborative environment for volunteers.

Resource Management: Manage garden resources, including tools, seeds, and compost, ensuring proper storage and usage.

Oversee budget and financial aspects of the garden, including tracking expenses and fundraising activities.

Outreach and Communication: Develop and maintain relationships with local organizations, schools, and community groups to support garden activities and partnerships. Promote the garden through social media, newsletters, and community events.

Administrative Duties: Maintain accurate records of garden activities, volunteer hours, and program outcomes. Prepare reports and documentation as required by the organization or funding agencies.

Qualifications: **Education:** High school diploma or equivalent; degree or certification in horticulture, agriculture, or a related field is preferred.

Experience: Minimum of 2-3 years of experience in gardening, community management, or a related field. Experience managing volunteers is a plus.

Skills: Strong knowledge of gardening techniques, soil management, and pest control. Excellent organizational and project management skills. Effective communication and interpersonal skills. Ability to work independently and as part of a team.

Attributes: Passionate about Hawai'i's agriculture and community development. Creative and proactive in problem-solving and program development. Strong commitment to fostering community involvement and engagement.

Position: 'Āina-based Program Assistant
Status: Part-Time
Name: Joi Contrades
Supervisor: James Kapule Torio
Responsibilities: The Aina-Based Program Assistant provides crucial administrative and operational support to the RLFS program as well as farm program. This role involves assisting with program coordination, data management, reporting, and community engagement activities.

Qualifications: Joi has been a part of the KKOA team for a year and has excelled in our expectations. As an Anahola resident, she brings her passion and skills that she has learned through our programs. She is detail-oriented, organized and passionate about supporting environmental or community-based initiatives. As a program support has assisted in the implementation and coordination of program activities and events; provided administrative support, and supports our program and farm staff with daily tasks to ensure smooth operation of program functions on the farm as well as with students and schools that participate in our program.

She has also carried out the duties to collect, organize, and maintain program-related data, including tracking participant information, program metrics, and evaluation results from various foods and plants that are grown at the farm. She has coordinated community engagement in all of our community workdays.

Board of Directors. KKOA's is governed by a Board of Directors, who have been an active, working board for the history of the organization. 100% of the Board of Directors are Native Hawaiian. They serve and assist KKOA in various capacities as they are all skilled in Hawaiian culture, education, reaching at-risk youth, and serving the Native Hawaiian community at-large.

Consultants/Contractors. KKOA retains contractors when more cost effective and efficient. Current contractors include:

- **Pro Services Hawai'i** is contracted as KKOA's Human Resource services that completes all necessary paperwork for hiring and releasing any employee or staff. They are also responsible to pay all employees on a weekly basis to include medical benefits, social security and all tax requirements where necessary.
- **Whitney Planas** is a certified public accountant and is contracted to post transactions to Quickbooks Online, complete all bank reconciliations, account payables and receivables, make bill payments, customize reports as needed, general bookkeeping and payroll and check register.

Supervision. The Executive Director is responsible for supervision of KKOA's small but efficient staff. She has over 40 years of supervisory experience, including proven experience supervising large numbers of volunteers and staff to implement community-wide projects.

Monthly staff meetings are held to go over the challenges and successes of the previous month, and discuss upcoming events. The Executive Director has an open door policy so that staff members may bring up any issues or ideas at any time.

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.

See the organizational chart included as an attachment to this proposal.

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.

Farm Manager	\$75,000 ~ \$88,000
Executive Director	\$60,000 ~ \$80,000
Cultural Program Manager	\$45,000 ~ \$55,000

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.

KKOA is not involved in any litigation.

2. Licensure or Accreditation

The applicant shall specify any special qualifications, including but not limited to licensure or accreditation that the applicant possesses relevant to this request.

KKOA is an IRS 501(c)(3) in good standing with the state and federal government. KKOA's Executive Director is a certified suicide prevention trainer.

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.

Not applicable

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.**

In the event funding is received, KKOA will utilize the funds as detailed in this proposal.

If funding is not received thereafter, KKOA is committed to this project and will continue to submit grants and solicit donations until sufficient funds are secured.

Kukulu Kumuhana O Anahola Organizational Structure

Board of Directors

Ku'uleialoha Punua
Co-Founder / President
Interim Treasurer

Ka'ala Clarke
Vice President

Chelsey Contrades
Secretary

Executive Director

Rachelle Nam

Executive Admin Asst.

Marketing Manager

Richell Sweet

Accountant

Whitney Planas

Cultural Program Manager

Lorilani Keohokalole

Community Garden Manager

Farm Manager

James Kapule Torio

'Āina-based Assistant

Joi Contrades

'Āina-based Assistant



BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2026 to June 30, 2027

Applicant: Kūkulu Kumuhana O Anahola _OP

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	\$93,160.00	\$50,000.00	\$85,000.00	\$217,880.00
2. Payroll Taxes & Assessments	\$15,000.00	\$10,000.00	\$5,000.00	\$30,000.00
3. Fringe Benefits	\$9,840.00	\$11,000.00		\$30,160.00
TOTAL PERSONNEL COST	\$118,000.00	\$71,000.00	\$90,000.00	\$278,040.00
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	\$500.00			\$1,500.00
2. Insurance	\$1,000.00			\$1,600.00
3. Lease/Rental of Equipment	\$8,000.00		\$5,000.00	
4. Lease/Rental of Space	\$24,000.00			
5. Staff Training	\$3,500.00			\$2,500.00
6. Supplies (Garden, RLFS Program and Movie Night)	\$45,000.00			\$38,500.00
7. Telecommunication	\$2,400.00			
8. Utilities	\$3,400.00			\$3,400.00
9. Contract Services	\$4,200.00		\$14,425.00	\$15,300.00
10				
TOTAL OTHER CURRENT EXPENSES	\$92,000.00			
TOTAL A - D	\$210,000.00	\$71,000.00	\$109,425.00	\$340,840.00
C. EQUIPMENT PURCHASES	\$0.00			
D. MOTOR VEHICLE PURCHASES	\$0.00			
E. CAPITAL	\$0.00			
TOTAL (A+B+C+D+E)	\$731,265.00			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	\$210,000.00	Rachelle Nam		(808) 224-4245
(b) Total Federal Funds Requested	\$71,000.00	Name (Please type or print)		Phone
(c) Total County Funds Requested	\$109,425.00	<i>Rachelle Nam</i>		January 20, 2026
(d) Total Private/Other Funds Requested	\$340,840.00	Signature of Authorized Official		Date
TOTAL BUDGET	\$731,265.00	Rachelle Nam		Executive Director
		Name and Title (Please type or print)		

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID					
Applicant: Kūkulu Kumuhana O Anahola_OP				Contracts Total:	\$105,425.00
	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	AG Farm Extension Grant	1/2/25-9/30/26	Office of Economic Development	Kaua'i County	\$5,000.00
2	Life Choice's Kaua'i - Pending	3/18/26-3/17/27	Office of Prosecuting Attorney	Kaua'i County	\$100,425.00
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