

Applicant Kalihi Community Center

## 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

Martin Han Executive Dir  
PRINT NAME AND TITLE

1/22/2020  
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:** KALIHI COMMUNITY CENTER

**Issue Date:** 01/22/2026

**Status:** **Compliant**

Hawaii Tax#: [REDACTED]

New Hawaii Tax#:

FEIN/SSN#: [REDACTED]

UI#: No record

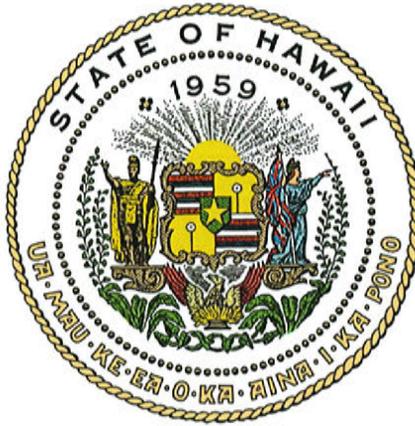
DCCA FILE#: 246665

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



## Department of Commerce and Consumer Affairs

### CERTIFICATE OF GOOD STANDING

I, the undersigned Director of Commerce and Consumer Affairs of the State of Hawaii, do hereby certify that

**KALIHI COMMUNITY CENTER**

was incorporated under the laws of Hawaii on 12/01/2014 ; that it is an existing nonprofit corporation; and that, as far as the records of this Department reveal, has complied with all of the provisions of the Hawaii Nonprofit Corporations Act, regulating domestic nonprofit corporations.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Department of Commerce and Consumer Affairs, at Honolulu, Hawaii.

Dated: August 26, 2025

Director of Commerce and Consumer Affairs



## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2026 to June 30, 2027

Applicant: \_\_\_\_\_ kalihi Community Center

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
<b>A. PERSONNEL COST</b>				
1. Salaries	175,000			
2. Payroll Taxes & Assessments	32,000			
3. Fringe Benefits				
<b>TOTAL PERSONNEL COST</b>	<b>207,000</b>			
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Insurance	2,000			
3. Lease/Rental of Equipment	60,000			
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>62,000</b>			
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>269,000</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested		<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">                       Name (Please type or print)                 </div> <div style="text-align: center;">                     808 381 6694                      Phone                 </div> </div>		
(b) Total Federal Funds Requested		<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">                       Signature of Authorized Official                 </div> <div style="text-align: center;">                     4/22/2020                      Date                 </div> </div>		
(c) Total County Funds Requested		<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">                       Name and Title (Please type or print)                 </div> <div style="text-align: center;">                     Executive Director                 </div> </div>		
(d) Total Private/Other Funds Requested				
<b>TOTAL BUDGET</b>				





## **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;

The Kalihi Community Center (KCC) unites community leaders & individuals to support & inspire families in need. Since 2014, we have been providing free programs to the community in areas from Salt Lake to Kakaako. These programs are taught by experienced and licensed individuals on a volunteer basis. The majority of those we service are low-income & underprivileged individuals & families. Since our founding, KCC has provided services to nearly 400 children and their families by helping them find resources and solutions that help them get by. We would like to expand so that our programs and services can assist more than 800 families in the Kalihi area

2. The goals and objectives related to the request;

With the funding requested in this Grant application, the Kalihi Community Center plans to build on our success by maintaining our existing service

- Cultural Assistance
- Digital Awareness
- Leadership Building
- Low income housing

And expanding on helping homeless individuals and their family's

3. The public purpose and need to be served;  
(The fund requested will not be used for religious or private schooling purposes)  
Providing a Community center that offers free programs that many low income children and families would'nt have access to.
4. Describe the target population to be served; and  
Within a dense population, Kalihi has the most public housing in one area that also includes a prison. Our members come from poor and broken family's. In recent years we have seen a increase of children that has newly migrated to Honolulu from places such as Micronesia. We also service a large group Minorities.
5. Describe the geographic coverage.  
Kalihi Kai, Sand Island, Hickam, Pearl Harbor, Ford Island, Halawa, Valley Estate, Kalihi, Palama, Iwilei and ChinaTown



### **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;

#### **Cultural Assistance**

Kalihi Community Centers Cultural Assistance program helps new migrant within the Filipino, Polynesian and other island base community. The program helps with Job placement, Application of ID/Drivers License and assisting the individual to get acclimated within the community.

#### **Leadership Building**

Kalihi Community Centers leadership building Program is to train and seek out new leaders within the youth and island base community. To develop there public speaking and advocacy skills. To increase confidence and build relationships among there peers..

#### **Digital Awareness**

Kalihi Community Centers Digital Awareness Program is to help teach youth and seniors about the dangers of the internet and social media. Such types as Scam Alert, Securing Data, Training of standard computer and cyber bullying

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

Over the course of the year we plan to expand our service to help the homeless population

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

We have a quality management team to monitor, evaluate, and improve results.  
Process to be determined.

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.

valuation of Programs thru feedback from members, growth in membership, new programs developed and/or expanded



## 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 2025.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
68,750	68,750	68,750	68,750	275,000

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

### Fundraisers, Private Donations

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.

-OCS-CIP-23-26:  
-OCS-GIA-23-61 S#1  
-DHS-20-POS-0060  
-NPRP

6. The applicant shall provide the balance of its unrestricted current assets as of January 15, 2026. [\$35,000]



## **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.

Programs have been successful due to Knowledgeable individuals that have many years of experience in their set skills

### **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.

Currently the facility is about 1000-1500 square feet.

This is in use for our athletic programs.

Do to the pandemic we over remote programs and Telecommunication to monitor the growth of the individuals progress.



## **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.

**Executive Director**: Experience in a Leadership Position overseeing operations of the organization. An ability to maintain solid relationships with staff, board, donors and the community. Experience in securing funding, donations and grants. Experience in planning and executing successful fundraisers.

**Administrator** job description:

Office operations: Managing office operations, ensuring the smooth running of day-to-day activities, and coordinating office events and meetings

Administrative support: Handling correspondence, scheduling appointments, and preparing documents

Record keeping: Maintaining office records, keeping records and reports up to date, and ensuring accurate record-keeping in data entry systems

Financial tasks: Assisting with financial tasks, such as helping maintain the budget plan and processing invoices

Communication: Facilitating effective communication, answering incoming calls professionally, and speaking to customers and clients

Supervision: Supervising other staff and delegating responsibilities

Technical issues: Handling technical issues in their area of expertise

Office procedures: Reviewing and coordinating office procedures to ensure that company policies are being met

Filing: Establishing and maintaining an effective filing system for letters, reports, minutes, and other documents

**Social Services Coordinator**: Works with social service agencies and community organizations. Their role involves assisting individuals and families in accessing and navigating various social services and resources. This may include providing information on healthcare, housing, financial assistance, and other support programs. Social Services Coordinators often assess clients' needs, develop individualized service plans, and collaborate with other agencies to ensure comprehensive support. They may also offer counseling, advocacy, and crisis intervention, working to improve the overall well-being and social conditions of the individuals or communities they serve.

Instructors: Experience and knowledge of specific programs.



## 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.

Organizational chart





### **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- \$65,000

Development Coordinator- \$65,000

Social Services Coordinator-\$ 45,000



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.

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.

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.

4. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2026 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2026, but
- (b) Not received by the applicant thereafter.





BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS Period: July 1, 2025 to June 30, 2026

Applicant: \_\_\_\_\_ Kalphi Community Center \_\_\_\_\_

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:2023-2024	FY:2024-2025	FY:2025-2026	FY:2025-2026	FY:2026-2027	FY:2027-2028
PLANS	Not Applicable					
LAND ACQUISITION	Not Applicable					
DESIGN	Not Applicable					
CONSTRUCTION	Not Applicable					
EQUIPMENT	Not Applicable					
TOTAL:	Not Applicable					
JUSTIFICATION/COMMENTS:						