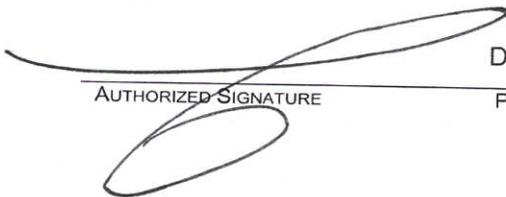


## Application Submittal Checklist

*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



David Derauf, CEO

1/22/2026

AUTHORIZED SIGNATURE

PRINT NAME AND TITLE

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:** KOKUA KALIHI VALLEY (COMPREHENSIVE FAMILY SERVICES)

**DBA/Trade Name:** KOKUA KALIHI VALLEY (COMPREHENSIVE FAMILY SERVICES)

**Issue Date:** 01/08/2026

**Status:** **Compliant**

Hawaii Tax#: [REDACTED]  
New Hawaii Tax#: [REDACTED]  
FEIN/SSN#: [REDACTED]  
UI#: XXXXXX5469  
DCCA FILE#: 22208

Status of Compliance for this Vendor on issue date:

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

**Status Legend:**

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

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

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, 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.

Kokua Kalihi Valley Comprehensive Family Services

(Typed Name of Individual or Organization)

  
David Derauf (Jan 6, 2026 15:59:55 HST)

(Signature)

January 6, 2026

(Date)

David Derauf

(Typed Name)

CEO

(Title)

# Declarations Page

Final Audit Report

2026-01-07

Created:	2026-01-06
By:	Amber Burgos (development@kkv.net)
Status:	Signed
Transaction ID:	CBJCHBCAABAAO9UT2pfJrNikVKJIEMgS7D0U8NiGO-J4

## "Declarations Page" History

-  Document created by Amber Burgos (development@kkv.net)  
2026-01-06 - 11:06:40 PM GMT
-  Document emailed to dderauf@kkv.net for signature  
2026-01-06 - 11:09:55 PM GMT
-  Email viewed by dderauf@kkv.net  
2026-01-07 - 1:58:07 AM GMT
-  Signer dderauf@kkv.net entered name at signing as David derauf  
2026-01-07 - 1:59:53 AM GMT
-  Document e-signed by David derauf (dderauf@kkv.net)  
Signature Date: 2026-01-07 - 1:59:55 AM GMT - Time Source: server
-  Agreement completed.  
2026-01-07 - 1:59:55 AM GMT

### Public Purpose

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

(1) The name of the requesting organization or individual;  
Kōkua Kalihi Valley Comprehensive Family Services

(2) The public purpose for the grant;  
Kalihi is facing urgent and compounding challenges, particularly as social and economic pressures intensify, and traditional supports are dismantled. Policy shifts, redevelopment pressures, and rising economic precarity are already producing disruptions in family and community stability.

The primary goal of this initiative is to sustain a package of integrated, safety-net services that strengthen community resilience and reduce downstream reliance on state-funded emergency systems during a period of disruption.

(3) The services to be supported by the grant;  
GIA funds will support KKV's Family Strengthening, Hui Hoaka, and Medical-Legal Partnership for Women and Children programs. These programs will provide community navigation, wraparound support, Family Strengthening workshops, and supply distribution.

(4) The target group;  
This project directly serves residents of House District 29 and 30 and Senate District 15, mostly families residing in the Towers at Kuhio Park. The target population for this grant includes individuals and families dependent on public supports across Kalihi, serving approximately 20% of the community's residents.

(5) The cost of the grant and the budget. [L 1997, c 190, pt of §3; am L 2014, c 96, §6]  
The total cost of this project is \$343654. KKV requests \$250000 from the state: \$223040 for personnel; \$1960 for supplies; and \$25000 to renew KKV's contract with the University of Hawaii William S. Richardson School of Law's Medical Legal Partnership for Women and Children.

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

Kōkua Kalihi Valley Comprehensive Family Services

*Name of Organization*

  
*Signature*

CEO  
*Title*

1/22/2026  
*Date*

## 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**

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;**

Kōkua Kalihi Valley Comprehensive Family Services (“KKV”) is a Federally Qualified Community Health Center (FQHC) that has served Kalihi residents since 1972. KKV is dedicated to ensuring all members of the Kalihi community have access to high-quality, culturally-informed health and social services regardless of income, age, language, insurance status, or background. Our mission is to advance health, to inspire healing, to foster reconciliation, and to celebrate abundance in the ahupua’a of Kalihi through strong relationships that honor culture and place.

KKV offers a comprehensive range of health care and social services spanning all stages of life and facets of family health. Services include dental, medical, perinatal, family planning, women’s health, nutrition, education, WIC services, immunization, STD/HIV services, transportation, language interpretation, outreach, youth services,

microenterprise, legal, and community advocacy and other social determinants of health programs, including a cultural foods hub and a 99 acre malama 'aina program.

While it may appear unconventional for a FQHC to house programs beyond traditional clinical care (financial literacy, legal services, youth programming, community advocacy, etc...), our model is grounded in the understanding that health outcomes and community well-being are inseparable. For many Kalihi residents, we function as a "one-stop-shop" for resilience-building and support across the full spectrum of factors that shape daily life. The range of services we provide, combined with our culturally-informed and community-designed approaches, allows us to meet residents where they are and deliver forms of support they may not receive elsewhere.

KKV is highly regarded for our ability to reflect community strengths back onto the community itself, reinforcing pathways toward stability, self-determination, and shared purpose. We treat health not as an outcome measured solely by clinical data, but rather as something cultivated sustained through connection and agency. This fundamental understanding of health drives this proposal.

## 2. The goals and objectives related to the request;

Kalihi is facing urgent and compounding challenges, particularly as social and economic pressures intensify and traditional supports are dismantled. Policy shifts, redevelopment pressures, and rising economic precarity are already producing disruptions in family and community stability.

The primary goal of this initiative is to sustain a package of integrated, safety-net services that strengthen community resilience and reduce downstream reliance on state-funded emergency systems during a period of disruption.

With state investment, this initiative will achieve the following objectives:

- Sustain the capacity of KKV's Community Health Workers (CHWs) to conduct outreach and provide individualized navigation and wraparound support (re-enrollment, food access, legal referrals...) to help residents maintain access to essential services and avoid preventable crisis escalation.
- Sustain Family Strengthening's community engagement efforts, including family support workshops, one-on-one navigation support, and the continued distribution of stabilization supplies (e.g. diapers, hygiene supplies, cleaning products) to increase household and community resilience.
- Maintain on-site legal counseling and advocacy through the Medical-Legal Partnership for Women and Children (MLPC), ensuring families affected by housing instability or benefit disruptions have access to no-cost legal support.

3. The public purpose and need to be served;

The year 2027 represents a critical convergence of policy, economic, and community pressures that threaten the stability of Kalihi residents and the public systems that serve them. These forces are compounding in ways that will directly affect nearly all underserved households in Kalihi and similar communities across the state.

Beginning in late 2026, changes to Medicaid eligibility and administrative requirements are expected to disrupt coverage for a significant share of Kalihi residents who rely on safety-net care. Hawaii Med-QUEST estimates up to 40% of KKV patients are projected to lose Medicaid coverage due to new eligibility requirements mandating 40 hours of documented employment, education, or community service. For many Kalihi families balancing multiple informal cash-based jobs and caregiving responsibilities, even slight changes in administrative or eligibility requirements have historically led to gaps in coverage.

At the same time, rising housing costs and neighborhood redevelopment are increasing the risk of housing and economic instability for Kalihi residents. Planned and ongoing initiatives—the relocation of the Oahu Community Correctional Center, construction of three rail transit stations, redevelopment of Dillingham Plaza, redevelopment of The Towers at Kuhio Park, and the creation of a mile-long recreational corridor along the Kapālama Canal—are transforming where and how residents live, work, and access support. In 2025 alone, more than 60 Kalihi public housing residents were relocated as part of a \$212 million dollar public housing redevelopment project, with uncertainty surrounding their return (Hawaii News Now, 2025). Housing pressures are expected to intensify, as Kalihi is projected to experience the highest growth in new homes in O’ahu after 2025 (Hawaii Business Magazine, 2023). When coupled with benefit disruptions and other fragmentation, families are more likely to cycle through emergency services, shelters, and legal systems.

These dynamics disproportionately impact Kalihi’s predominately Asian, Native Hawaiian, and Pacific islander families, who are already overrepresented in state-mandated safety-net systems. Without intervention, current pressures will accelerate avoidable harm to families while shifting costs onto emergency medical, housing, and judicial systems.

KKV staff are already observing early indicators of declining family and community stability. In 2025, KKV experienced increased no-show rates for medical appointments, signaling growing barriers to care. Additionally, community violence increased during this period, including multiple gang-related shootings.

The public purpose of this proposal is to respond to individual hardship and to stabilize families before compounding disruptions result in higher public expenditures and long-term health consequences. State investment in KKV through this GIA advances the following public purposes:

- Stabilizing Kalihi families before crisis occurs by strengthening protective legal, health navigation, and family support services, thereby reducing avoidable reliance on emergency departments and law enforcement.
- Preserving access to health care and social benefits by preventing coverage gaps that drive increase use of uncompensated emergency care and costly late-stage treatment within the State's health system.
- Mitigating displacement and redevelopment-related harms by supporting residents in navigating housing transitions and legal protections and thereby reducing downstream impacts on legal services and crisis response systems.
- Strengthening social connectedness and community resilience, which will help Kalihi residents better weather and adapt to neighborhood change.

These services can avert \$2,400 per affected resident in avoidable public costs related to emergency care, legal support, and crisis intervention for a statewide savings of approximately \$1.1M. This is a very conservative estimate based on the average cost for similar CHW and social determinants of health interventions (\$349), and an average cost of Hawaii legal services (\$2051) (Centers for Disease Prevention, 2025; Legal Aid Society of Hawaii, 2020).

4. Describe the target population to be served; and

This project directly serves residents of House District 28 and 30 and Senate Districts 14 and 15. The target population for this grant includes individuals and families dependent on public supports across Kalihi, approximately 20% of the community's residents. Many of the residents served by this project are residents of the Towers at Kuhio Park ("KPT").

Among Kalihi's greatest assets are its diversity of ethnic groups and the strong ties that are fostered within each group. Ninety-two percent (92%) of KKV patients are from Native Hawaiian, Pacific Islander, and Asian backgrounds, with more than half best served in a language other than English. Approximately 20% of KKV patients identify as Micronesian, many whom are COFA migrants. For many of Kalihi's indigenous and newly immigrated communities, identity is tightly embedded within culture, providing a sense of purpose, belonging, and stability despite physical life changes.

Despite the community's resilience and cultural strengths, Kalihi faces significant socioeconomic challenges that deeply impact the health and well-being of residents. Kalihi was officially designated a Medically Underserved Area (MUA) and a Health Professional Shortage Area (HPSA) for Primary Care, Mental Health, and Dental Care by the US Public Health Service. These designations reflect significant gaps in healthcare access and workforce shortage that impact our community. Kalihi is one of the most densely-populated communities in Hawai'i, placing pressure on already strained resources and services.

Our residents face complex barriers to care and agency. Hawaii Health Matters' 2025 Socioeconomic Need Index places Kalihi Valley and Kalihi-Palama among the four

highest-need areas in Honolulu, reflecting acute socioeconomic burdens. Resident incomes, especially those of Kalihi's 4 public housing developments, do not keep up with the cost of living. More than 60% of KKV's patients are at or below 100% of Federal Poverty Guidelines. KKV patients often juggle limited economic opportunity, cultural dislocation, family and community violence, low educational attainment, housing instability, language barriers, and insufficient access to healthy food and health insurance.

5. Describe the geographic coverage.

KKV's service area includes zip code 96819, a densely populated region encompassing both urban and residential zones. This zip code aligns with the historic ahupua'a, or Hawaiian land division, known as Kalihi, which means "the edge" in Hawaiian. The harbor in this region served as the entry point for tens of thousands of Asian immigrants who arrived to work on sugar plantations. Kalihi is geographically divided by the H1 highway, which was constructed between 1959 and 1986, creating two distinct areas: the mountainous "mauka" region of Kalihi Valley and the coastal "makai" region. The longitudinal boundaries of the community extend from the interior areas of the valley downward to the ocean. Public housing projects and the more densely-populated, lower income areas of Kalihi Valley are located near the freeway. Higher income households in the service area are located in the upper areas of the valley. KKV's service area is home to 55,000 residents across 21.89 square miles.

### **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;

KKV will provide an integrated package of safety-net stability-building services designed to prevent avoidable crisis escalation among Kalihi families as socioeconomic pressures intensify and traditional supports are increasingly dismantled. These services will keep families housed, insured, and out of crisis. This package integrates community navigation, wraparound support, family strengthening, and legal support into a pathway of care coordinated by KKV's CHWs.

#### **Community Health Worker Workforce Stabilization:**

Community Health Workers serve as the front door to this initiative. They function as a first line of defense against avoidable crisis escalation by addressing barriers to health to residents who may otherwise fall through the cracks. Our CHWs are trusted community members who collectively speak and understand more than 26 languages, enabling them to reach residents who are often excluded from formal systems of care. In this project, they will:

- Conduct culturally-safe screenings for social determinants of health-related needs, including housing instability, food insecurity, transportation barriers, legal needs, mental health concerns, and benefit disruptions.
- Provide individualized care coordination and community navigation based on identified needs.
- Offer one-on-one counseling to support Medicaid re-enrollment and access to other public benefits, including SNAP and housing assistance.
- Facilitate Warm hand-offs to KKV's clinical, Family Strengthening, Intake/Eligibility, and Medical-Legal Partnership services to ensure continuity of care.

**Family Strengthening Services and Supply Stabilization:**

Family Strengthening services will support household and community stability through household supply distribution (diapers, hygiene items, strollers, school supplies) and Family Strengthening workshops. These services strengthen the skills, connections, and resources of community members to weather uncertainty. Family Strengthening staff will:

- Facilitate twice-monthly workshops focused on myriad Family Strengthening topics, such as nonviolent communication, navigating public benefits, navigating the school system, family literacy.
- Provide one-on-one guidance for families navigating complex systems including public benefits, health care, education, and social service systems.
- Distribute essential household supplies (diapers, hygiene items, cleaning products, and school supplies) to support strained households and serve as engagement points for additional support and referrals.

**KKV and University of Hawaii's Richardson School of Law Medical-Legal Partnership for Women and Children Contract Renewal:**

The Medical-legal Partnership for Women and Children will provide no-cost legal services embedded within KKV's Wellness Center to support Kalihi residents who would otherwise face significant barriers to accessing legal assistance. In this project, MLPC services include:

- Legal counseling, education, and advocacy related to housing instability, tenant protections, redevelopment-related displacement, and immigrant matters. MLPC attorneys open cases upon request from Kalihi residents through direct outreach (phone or email) or through CHW referral.

State investment in this package supports service delivery at a time when a multitude of community pressures are increasing destabilization among Kalihi families. Our families already face complex barriers to wellness that require a comprehensive understanding of their lived experiences to navigate. Rather than absorbing these impacts through higher emergency expenditures, the state benefits from collaboration with an organization who has a history of supporting Kalihi families efficiently and effectively through earlier interventions. This approach allows public resources to be directed towards stability and long-term health outcomes, while strengthening community well-being and system stability.

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

**Months 1-2:**

- The Hui Hoaka (outreach) Directors will coordinate refresher trainings for CHWs on SDOH screening, Medicaid and benefit navigation, and warm handoffs.
- The Family Strengthening (FS) Coordinator will finalize workshop schedules, curriculum topics, supply inventory, and activity plans for KPT and surrounding communities.
- CHWs and the FS Coordinator will develop an outreach schedule with KPT Management, nearby schools, and community partners to secure space, coordinate pop-ups, and plan attendance at community events.
- Research and Evaluation staff will ensure all CHWs and FS staff are trained on data-entry procedures and tracking requirements for the grant.

**Months 3-4:**

- CHWs will begin outreach through provider referrals, community events, and weekly in-person housing site presence. All encounters will be entered into the KKV data system.
- CHWs will facilitate SDOH assessments at outreach touch points and upload findings into KKV's database to support targeted referrals and follow-up.
- FS staff will host thrice-monthly FS workshops and track attendance, engagement, and participant feedback.
- CHWs and FS staff will attend quarterly essential supply pop-up events and coordinate distribution upon resident request.
- CHWs will begin weekly follow-up calls, texts, emails, home visits for residents with identified needs.

**Ongoing:**

- The Medical-Legal Partnership for Women and Children will provide no-cost legal counseling support to Kalihi residents on-site at KKV's Wellness Center.
- FS workshops will be held once every two to three weeks at KPT or nearby accessible locations.
- Essential supplies (diapers, food, hygiene items, cleaning supplies, and bus passes) will be distributed at pop-ups and through direct requests.
- CHWs will continue door-to-door outreach, respond to provider referrals, and attend school and community-based events.
- CHWs will review the SDOH database weekly and conduct follow-up for households needing benefits support, reenrollment, or warm handoffs.
- KKV's medical, dental, behavioral health, cultural healing, and transportation services will be activated through CHW referrals to provide wraparound support.
- Staff will meet monthly to review outreach efforts, workshop engagement, and SDOH need resolution.

**Months 5-12:**

- The Research team meets with this project staff to monitor progress towards outcomes and adjust strategies as needed.
- CHWs and FS staff will refine strategies as needed, such as adjusting outreach times or locations, adding resident-requested workshop topics, or increasing follow-up for high-need households.

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

For the past decade, KKV has sustained a dedicated Research and Evaluation (R&E) team, which moved under the Hui Hoaka department in 2020 and is composed of five specialists in program evaluation across the organization. This team will support the project team in designing effective strategies for assessing outcomes and service quality. Our research specialists will work with each department in this proposal to: 1) ensure the success of planned data collection methods; 2) organize, analyze, and evaluate data to measure progress toward proposed metrics; 3) uphold KKV’s commitment to culturally-appropriate practices throughout the data collection and evaluation process; and 4) identify opportunities for improvement to enhance project outcomes. **See Attachment A** for more details on our research methodology, evaluation and improvement processes for this project. The table below outlines our methods for evaluating and monitoring the project’s outcomes and results.

<b>Tasks</b>	<b>Results</b>	<b>Outcomes</b>	<b>Measures of Effectiveness</b>	<b>Who is Responsible?</b>
FS Workshops	The FS team delivers at least 24 Family Strengthening workshops to families facing social, economic, and other stressors during the grant period.	80% of participating families will report increased feelings of social cohesion and connection to peers and community supports.  75% of participating families will report increased confidence in their ability to meet household needs and navigate related challenges.	*Track number of workshops through a Family Strengthening Workshop schedule and attendance logs *Track changes in social cohesion and self-sufficiency through pre- and post-workshop surveys *Track Qualitative changes in family confidence through “talk-story” (akin to qualitative interviews) recorded in a story-catching database.	FS CHWs and FS Coordinator
Community Navigation	80 families will receive community navigation support tailored to their identified needs (school system support, healthcare system support, etc..)	60% of families served will experience higher confidence in their self-agency and ability to navigate systems independently.	Track instances of community navigation support through a CHW service log.  Track changes in self-agency through “talk-story” documented in a story-catching database.	CHWs (Family Strengthening and Hui Hoaka)

Legal Support	80 families will receive legal consultation.	70% of families will feel more confident in their ability to understand, navigate, or advocate within legal and housing-related scenarios.	Track open cases and case outcomes through a MLPC log	MLPC Legal Staff
Benefit Support (including hand-offs to KKV's intake department)	200 individuals identified and connected to benefit navigation support.	90% of individuals reached will report increases confidence in navigating benefit changes and maintain access to supports (Medicaid, WIC, SNAP, etc..)	Track instances of support through a database  Track changes in confidence through talk-story and follow-up notes.  Track web-based referrals and resource engagement via website interaction data	Hui Hoaka and FS CHWs
Wraparound Support Supplies	96 families will receive supplies addressing at least one identified barrier to health and wellness (food support, household supplies, etc..)	All families will meet at least one immediate need to support their family stability.	*Track resources distributed by recoding instances in Hui Hoaka's log.  Staff record insights from talk story in Hui Hoaka's database.	Hui Hoaka and FS CHWs

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 Family Strengthening Workshops hosted
- Number of Families served through community navigation
- Number of cases opened through legal support services
- Number of individuals who receive support with Medicaid or other public benefits
- Number of participants who receive supplies addressing at least one identified barrier to health and wellness (food support, household supplies, etc..)

Given the multilayered obstacles our families face, the team might provide numerous services to a single family. For example, a family might receive both wraparound support and benefit navigation support. We will count these “duplicated” instances separately.

**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](#))

The budget forms are attached to this proposal.

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
\$62500	\$62500	\$62500	\$62500	\$250000

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

City and County of Honolulu GIA: \$93563

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.

- Federal Employer retention tax credit
- Federal investment Tax Credit
- State Renewable energy technologies income tax credit

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.

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	Act 310 - Safety-net funding to support KKV's clinical operations	Pending	Aloha United Way	State	1,250,000

2	Kaulunani: Urban and Community Forestry Program - Supports KKV's Ho'oulu Aina program	May 20, 2024 - March 31, 2027	DLNR	State	200,000
3	USDA Farm to School Implementation Project - Supports KKV's Roots program	07/22/2024-06/30/2026	USDA Food and Nutrition Service	Federal	99,960
4	Health Center Extended Hours - Supports the extended hours of operation for KKV's clinical services	12/01/2024-11/30/26	HRSA	Federal	1,000,000
5	Health Center Basic Grant - Baseline FQHC funding to support KKV's clinical operations	04/01/2024-03/31/2025	HRSA	Federal	3,199,712

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

\$21,451,255

## **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.

KKV is a Federally Qualified Health Center (FQHC) that has served the Kalihi community for more than 50 years. Community, family, and individual stability-building services have been the backbone of our organization since inception. We have developed the depth of experience, infrastructure, and professional expertise necessary to successfully sustain this work.

Our workforce of more than 250 employees speak more than 26 languages collectively and operate across 6 sites in Kalihi. Approximately 33% of our staff currently live, or previously lived, in Kalihi, which provides them with community understanding based on lived experience. KKV offers employees training in Asian, Pacific Islander, and Native Hawaiian approaches to care, exemplified through our community-developed and nationally-recognized indigenous framework for health, *Pilinahā*. We are active members in statewide health advisory bodies, including the Hawaii Community Health Worker Association, ensuring our practices remain aligned with emerging policy and community needs. Our longstanding presence and compassionate responsiveness have established KKV as a trusted institution families often turn to for support.

KKV has implemented integrated community programs for decades. We have developed effective systems for reporting, collaborating, and communicating to support this integrated method of service delivery. The proposed effort is led by KKV's Hui Hoaka Department, with integrated support from KKV's Family Strengthening

Department, and the University of Hawaii’s Richardson School of Law’s Legal Medical Partnership for Women and Children (“MLPC”). Since 2019, these programs have functioned as a coordinated service continuum, knit together by the Community Health Workers outlined in this proposal. During the COVID-19 pandemic, these programs collaborated to stabilize KKV patients affected by disruption, earning KKV federal recognition through the HRSA Social Determinants of Health Academy Awards. They also served as advisors to Honolulu’s COVID-19 response. In 2022, the same team led a large-scale effort to support COFA migrants re-enrollment in Medicaid and prevent coverage gaps and health system strain. We have successfully managed contracts on a federal, city, and state level to support the integration of these programs for the past 7 years.

Each program outlined in this proposal has a proven background in effectively delivering the services, as outlined below:

- **Community Health Worker Outreach:** KKV has continuously deployed CHWs for five decades, establishing one of Honolulu’s most effective community outreach systems. KKV is regarded statewide as a leader in CHW deployment, so much so that we co-develop and facilitate a CHW Certification of Competence program with Kapiolani Community College. During COVID-19, our CHWs coordinated more than 3,000 care packages, delivered 2,330 meals, and distributed more than \$308K in direct financial assistance for rent, utilities, car repairs, and funeral costs. In 2024, our CHWs connected with 900 high-needs community members, and in 2025 during SNAP disruption our CHWs were able to connect more than 300 community members with food assistance swiftly during the course of one month. These outcomes demonstrate our CHW expertise in executing high-volume, culturally-informed outreach.
- **Family Strengthening Services:** KKV’s Family Strengthening work has supported household resilience and connection since the organization’s inception. After opening Oahu’s first shelter for abused spouses and children in 1973, FS activities evolved into a hub for workshops, navigation, and material support grounded in cultural and relational healing. These Family Stabilization services are a backbone of our organization and have evolved over the past 5 decades to fit the needs of our community. In 2025 alone, FS distributed more than 5,000 wraparound support items. Workshops routinely documented increases in feelings of connectivity, stability, and confidence in community navigation. These results demonstrate KKV’s proven ability to implement family stability-building activities outlined in this proposal.
- **Medical-Legal Partnership for Women and Children:** Now housed at the University of Hawaii’s William S. Richardson and having multiple locations across the island, the Medical-Legal Partnership for Women and Children was founded at KKV in 2009 in partnership with the National Center for Medical-Legal Partnership. At KKV, MLPC receives more than 130 requests for legal assistance annually and opens more than 100 cases per year. In 2025, most cases focused on redevelopment-related and immigrant issues, mainly pertaining to evictions, rent adjustment, family law, and legal rights. MLPC has been

actively responding and advocating for Kalihi residents upon the community pressures detailed in the proposal; for example, MPLC played a key advisory role in supporting public housing residents advocating for their “right to return” after being relocated from Kuhio Homes for a major multi-year renovation.

KKV’s fiscal and administrative systems ensure reliable implementation and compliance. With an annual operating budget of \$26 million, KKV maintains a nine-person accounting team led by a CFO with more than a decade of financial leadership. KKV manages more than seventy grants each year, with well-established policies for procurement, internal controls, expenditure tracking, and reporting. Our COO oversees budget execution and ensures alignment between program objectives, staffing, and financial management.

## **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.

KKV has adequate facilities to accommodate the activities supported under this grant award. Sites include our Main Clinic and adjacent Wellness Center, located walking distance from the Towers at Kuhio Park (Hawaii’s largest public housing complex). Sixty-percent (60%) of KKV patients reside in these housing communities. Both facilities are ADA-compliant, equipped with necessary security measures, and accessible by public transportation. KKV has owned both buildings since 1998 and has managed appropriate maintenance ever since. Both buildings are in excellent condition.

## **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.

The proposed positions are currently filled by qualified and experienced personnel whose roles directly support care coordination, wraparound services, and improved social outcomes for Kalihi residents. These positions are fully integrated into KKV’s operational framework and are directly supervised by three experienced department directors who collectively bring more than 30 years of supervisory and program leadership experience. To ensure effective departmental oversight, project directors participate in weekly management meetings to review and maintain high standards of performance. Additionally, each project manager undergoes an annual evaluation to assess and improve their effectiveness in meeting strategic goals.

All staff included in this request are current KKV employees who have completed the required trainings to successfully carry out the proposed activities. KKV employs a full-time Training and Education Specialist responsible for keeping staff updated on best practices and ensuring compliance with training requirements. Staff also participate in ongoing professional development sessions tailored to programmatic and community priorities as identified by the Training and Education Specialist in dialogue with coordinators, management and navigators.

Each person in this request has completed Pathways Training, a 32 hour, five-part, two month curriculum that brings 15 to 20 staff together cross departmentally for a) programmatic integration; b) training on the impact of personal, cultural and historical trauma on our patient population; c) orientation of *Pilinahā* (KKV's Four Connections Indigenous Framework to Health); d) program rotations (12 hours of embedded rotations in various clinical and SDOH programs other than the program of the particular participant); and e) evaluation and reflection. This training ensures that all staff involved in this proposal are well equipped to deliver trauma-informed, culturally-grounded services and to make effective referrals across KKV programs, supported by existing relationships and shared institutional knowledge. This foundation is essential for this project, which relies on cross-departmental coordination, culturally-responsive outreach, and deep understanding of the predominantly Asian, Native Hawaiian, and Pacific Islander (ANHPI) communities served.

This request builds on the collective expertise of: Four Community Health Workers from Hui Hoaka (wraparound services); two Community Health Workers from the Family Strengthening Department (internally functioning as CHWs under the title of Educational Specialists); and one Family Strengthening Program Coordinator (also known as the “Parent Programs Coordinator”). See **Attachment B** for a chart displaying the proposed staffing structure.

### **Community Health Workers (Hui Hoaka):**

- **Today Maddison** brings more than 12 years of experience in human services and community outreach, specializing in ANHPI populations. Fluent in Marshallese and originally from the Marshall Islands, Today has a deep understanding of the challenges faced by newly-immigrated families in Kalihi and plays a critical role in linguistically- and culturally-responsive engagement.
- **Evelyn Sowas** (Associate of Arts in Administration) has more than 10 years of experience as a Community Health Worker. A native of Micronesia and fluent in Chuukese, Evelyn brings lived experience and trusted relationships with COFA migrant patients, supporting effective navigation of health and social systems.
- **Phitsamay Sinhvongsa** (BA, Anthropology) has two years of experience as a Community Health Worker and holds certification through KKV's and Kapiolani Community College's Community Health Worker Program. She brings more than

nine years of outreach experience with families, including four years specifically serving Kalihi residents.

- **May-Lynn M. Phillip** has served as a KKV Community Health Worker for more than six years. Her background includes community navigation, medical records, and enrollment support. A former resident of the Towers at Kuhio Park, May-Lynn brings lived experience, strong community trust, and a nuanced understanding of both the barriers and aspirations of Kalihi residents.

### **Family Strengthening Community Health Workers:**

- **Sihla Jain** (Associate in General Business) has conducted Family Strengthening-focused outreach to Kalihi residents for more than 16 years. Originally from Micronesia, she has built long-standing, trusted relationships with families and brings insight into the goals and challenges facing community members.
- **Cherry Fuentes** (BA, Psychology) holds a Community Health Worker certification and has seven years of experience delivering Family Strengthening outreach and relationship-based engagement with Kalihi families. She is a former Kalihi resident and immigrant from the Philippines. Cherry holds certifications from the Association for Infant Mental Health in Hawai'i and the National Alliance of Children's Trust and Prevention Funds, including training in parental resilience and concrete supports in times of need.

### **Family Strengthening Parent Programs Coordinator:**

- **Diana Peterson** (MA, Communications) has coordinated KKV's Family Strengthening workshops and outreach since 2021. As a Kalihi community member herself, Diana has built strong relationships with participating families and is trained in evidence-based Family Strengthening models.

### **Administrative Staff**

**Erdenechimgei Begzsuren, CPA**, (BA, Accounting and Economics) brings over 20 years of expertise in finance and accounting. She will oversee all financial aspects of the contract, including expense management, funding allocation, and the preparation of financial reports.

## **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 Attachment C.**

### **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.

CEO \$324,000

CMO \$264,000

OBGYN Physician Specialist \$261,000

## **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.

KKV is not subject to pending 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.

KKV is a Federally Qualified Community Health Center. No other licensure or accreditation is required for 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.

This grant will not be used to support or benefit a private 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.

If funding is received for fiscal year 2027 but not thereafter, we are confident we can sustain and expand the proposed activities. The project operates at an estimated cost of \$548 per resident, well below the average cost of comparable community health worker, legal, and social determinants of health interventions of \$2400 per resident. This cost efficiency is paired with KKV's diverse revenue portfolio to create multiple redundant pathways to sustain services beyond the grant period. KKV's portfolio includes: 34% government contracts, 17% private foundations, 30% patient fees and program services, 16% pharmacy revenue, and 3% donations.

Founded in 1972, we have sustained organizational viability across multiple economic cycle and policy environments. We manage more than 70 active contracts annually and maintain a four-person grants team with a combined 50+ years of experience securing and renewing multi-year funding. We repeatedly sustain essential programs after time-limited grants concluded by absorbing core functions into ongoing operations.

We also maintain long-standing relationships with key funders vested in social determinants of health where KKV has consistently met or exceeded contractual outcomes. These relationships, along with active cultivation of new public and private funding sources across health, human services, and community development sectors, support continuity of the services outlined in this proposal.

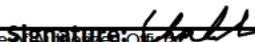
In parallel, we are actively advancing Medicaid reimbursement pathways for CHW case management, benefits navigation, and SDOH follow-up services. As these mechanisms mature, portions of outreach and navigation activities will transition from grant-supported to billable services, further reducing reliance on discretionary funding. KKV also maintains healthy financial reserves to absorb short-term funding fluctuations without service disruption.

We recognize that 2027 represents a period of heightened uncertainty for nonprofit providers and Community Health Centers due to anticipated federal funding reductions and Medicaid policy changes. In response, KKV has developed and operationalized a formal sustainability plan that models multiple financial scenarios and corresponding strategic responses. Within this plan, maintaining continuity of safety-net services that respond to escalating community need (particularly the services proposed) is an explicit organizational priority.

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2026 to June 30, 2027

Applicant: Kōkua Kalihi Valley Comprehensive Family Services

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	154,610		63,505	
2. Payroll Taxes & Assessments	17,409		26,277	
3. Fringe Benefits	51,021			
<b>TOTAL PERSONNEL COST</b>	<b>223,040</b>		<b>89,782</b>	
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies	1,960		2,672	
7. Telecommunication			450	
8. Utilities				
9. Contract (MLPC)	25,000			
10. Mileage and Parking			750	
11.				
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<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>26,960</b>		<b>3,872</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>250,000</b>		<b>93,653</b>	
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	250,000	Amber Burgos 808-269-9991		
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested	93,653	Signature:  January 22 2026		
(d) Total Private/Other Funds Requested		Date Chan Hou Lei (Jan 22, 2026 13:02:20 HST)		
<b>TOTAL BUDGET</b>	<b>343,654</b>	Chan Hou Lei, Email: <a href="mailto:chanhou@ckv.net">chanhou@ckv.net</a> Name and Title (Please type or print)		

# final\_page6

Final Audit Report

2026-01-22

Created:	2026-01-22
By:	Amber Burgos (development@kkv.net)
Status:	Signed
Transaction ID:	CBJCHBCAABAAOw7OBPcaw0pBhznHlbK8URk2rxs5EKGx

## "final\_page6" History

-  Document created by Amber Burgos (development@kkv.net)  
2026-01-22 - 8:09:41 PM GMT
-  Document emailed to Chan Hou Lei (clei@kkv.net) for signature  
2026-01-22 - 8:10:55 PM GMT
-  Email viewed by Chan Hou Lei (clei@kkv.net)  
2026-01-22 - 11:02:05 PM GMT
-  Document e-signed by Chan Hou Lei (clei@kkv.net)  
Signature Date: 2026-01-22 - 11:02:20 PM GMT - Time Source: server
-  Agreement completed.  
2026-01-22 - 11:02:20 PM GMT

## BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2026 to June 30, 2027

Applicant: Kōkua Kalihi Valley Comprehensive Family Services

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Project Assistant (Hui Hoaka Community Health Worker)	1	\$36,793.00	50.00%	\$ 18,396.50
Project Assistant (Hui Hoaka Community Health Worker)	1	\$40,957.00	50.00%	\$ 20,478.50
Hui Hoaka Community Health Worker	1	\$40,562.00	50.00%	\$ 20,281.00
Project Assistant (Hui Hoaka Community Health Worker)	1	\$41,399.00	50.00%	\$ 20,699.50
Health Educator (Family Strengthening Community Health Worker)	0.7	\$27,782.59	55.00%	\$ 15,280.42
Peer Parent Educator (Family Strengthening Community Health Worker)	1	\$58,402.00	55.00%	\$ 32,121.10
Parent Programs Coordinator	1	\$58,766.42	20.00%	\$ 11,753.28
Accountant 1	1	\$62,400.00	25.00%	\$ 15,600.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				<b>154,610.31</b>
<b>JUSTIFICATION/COMMENTS:</b>				

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2026 to June 30, 2027

Applicant: Kōkua Kalihi Valley Comprehensive Family Services

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
N/A			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				

**JUSTIFICATION/COMMENTS:**

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
N/A			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				

**JUSTIFICATION/COMMENTS:**

# BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2026 to June 30, 2027

Applicant: Kōkua Kalihi Valley Comprehensive Family Services

<b>FUNDING AMOUNT REQUESTED</b>						
<b>TOTAL PROJECT COST</b>	<b>ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS</b>		<b>STATE FUNDS REQUESTED</b>	<b>OTHER SOURCES OF FUNDS REQUESTED</b>	<b>FUNDING REQUIRED IN SUCCEEDING YEARS</b>	
	<b>FY:2024-2025</b>	<b>FY:2025-2026</b>	<b>FY:2026-2027</b>	<b>FY:2026-2027</b>	<b>FY:2027-2028</b>	<b>FY:2028-2029</b>
PLANS			N/A			
LAND ACQUISITION			N/A			
DESIGN			N/A			
CONSTRUCTION			N/A			
EQUIPMENT			N/A			
<b>TOTAL:</b>						
<b>JUSTIFICATION/COMMENTS:</b>						

**GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID**

Applicant: Kōkua Kalihi Valley Comprehensive Family Services

Contracts Total: 5,749,672

	<b>CONTRACT DESCRIPTION</b>	<b>EFFECTIVE DATES</b>	<b>AGENCY</b>	<b>GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)</b>	<b>CONTRACT VALUE</b>
1	Act 310 - Safety-net funding to support KKV's clinical operations	Anticipated for 2027 (1 year)	Aloha United Way	State	1,250,000
2	Kaulunani: Urban and Community Forestry Program - Supports KKV's Ho'oulu Aina program	May 20, 2024 - March 31, 2027	DLNR	State	200,000
3	USDA Farm to School Implementation Project - Supports KKV's Roots program	07/22/2024-06/30/2026	USDA Food and Nutrition Service	Federal	99,960
4	Health Center Extended Hours - Supports the extended hours of operation for KKV's clinical services	12/01/2024- 11/30/26	HRSA	Federal	1,000,000
5	Health Center Basic Grant - Baseline FQHC funding to support KKV's clinical operations	04/01/2024- 03/31/2025	HRSA	Federal	3,199,712
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# Assesment Processss

Methods of Collecting Data

“Talk-story”

Referrals and Requests

Website Data

Cases Opened and Outcomes

Program Attendance

Surveys



**Story-catching Database**  
Program staff will be responsible for recording all qualitative data (“talk-story,” group discussions) in a story-catching database.

**Logs**  
Program staff will be responsible for recording data in a log. “Logs” are excel spreadsheets.

Methods of Organizing Data

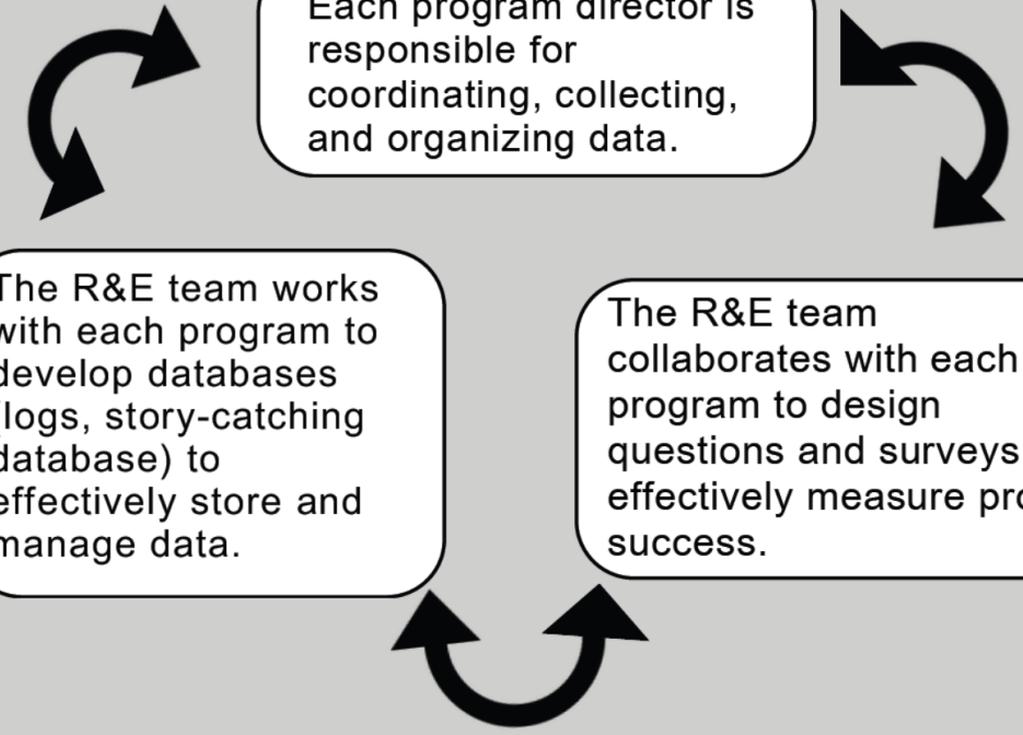
# Evaluation Methodology

## Evaluation Design

Each program director is responsible for coordinating, collecting, and organizing data.

The R&E team works with each program to develop databases (logs, story-catching database) to effectively store and manage data.

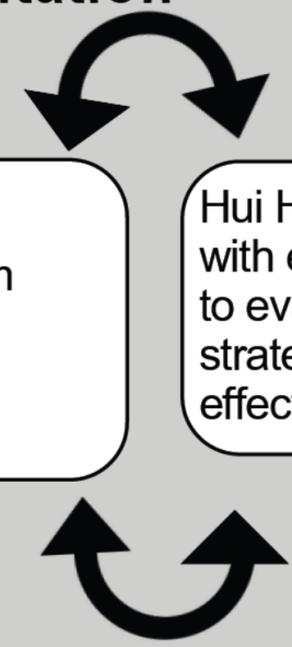
The R&E team collaborates with each program to design questions and surveys that effectively measure project success.



## Evaluation Implementation

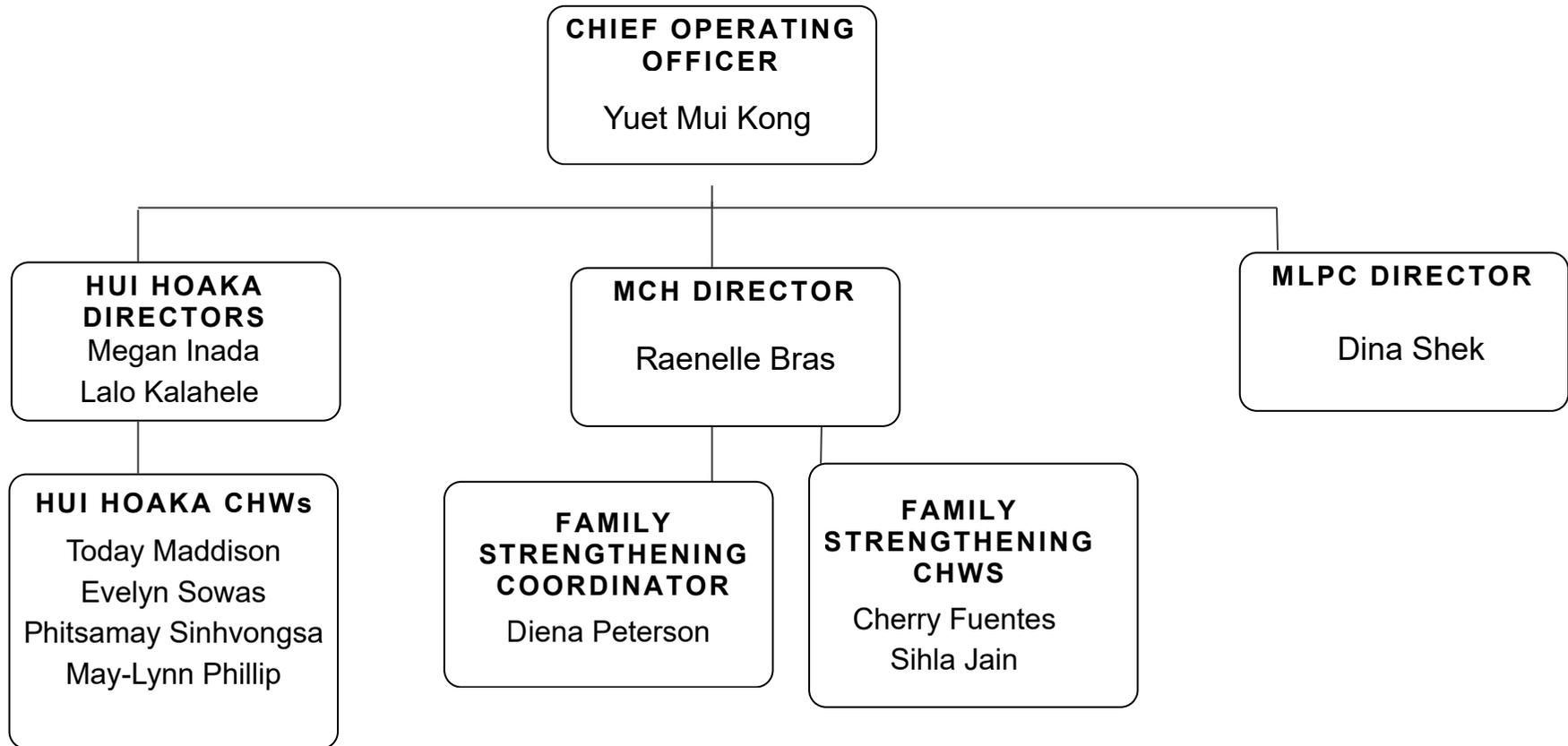
Hui Hoaka R&E team works with each program director to interpret and evaluate the results of each program.

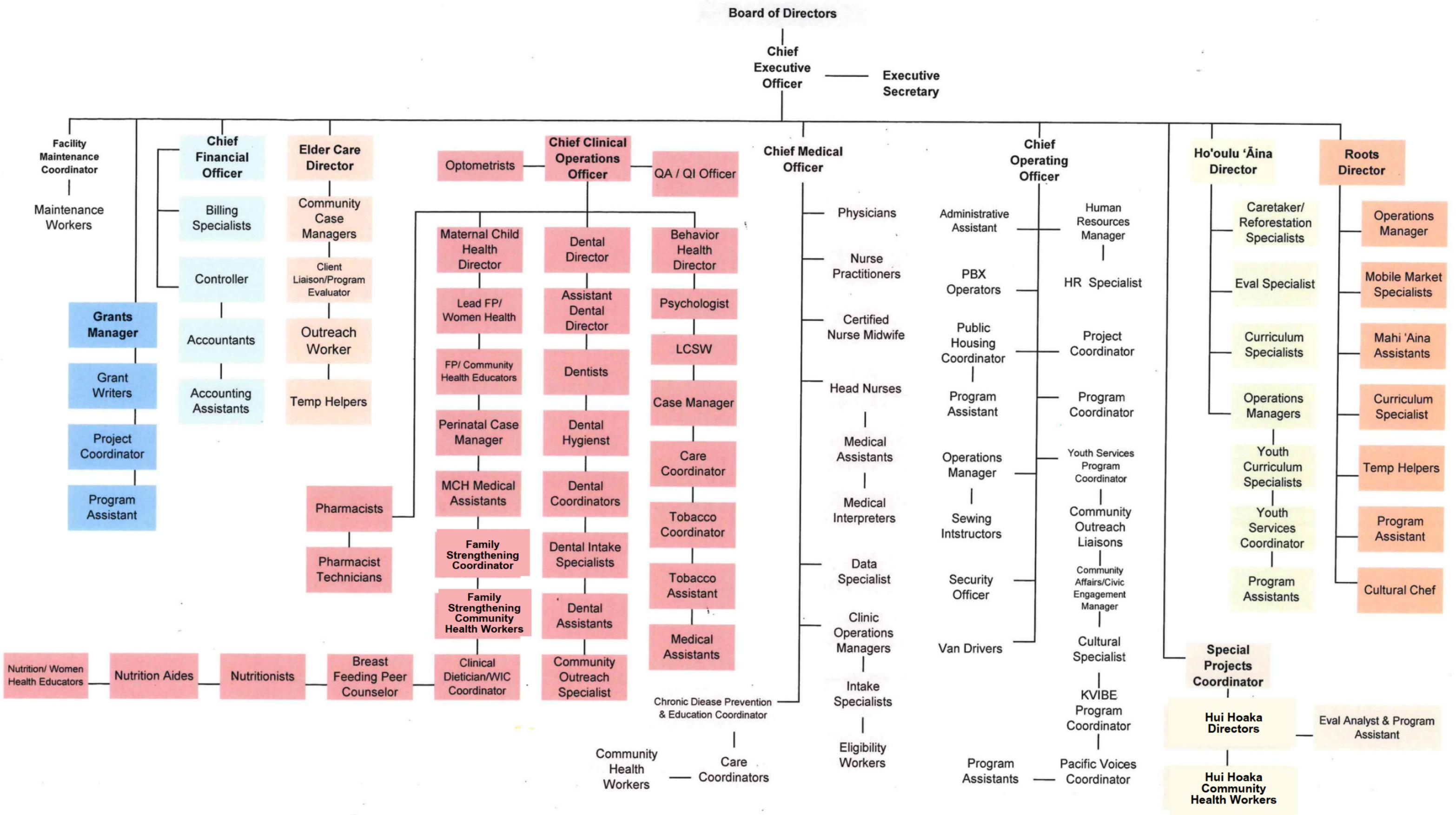
Hui Hoaka R&E team works with each program director to evaluate the project and strategize ways to increase effectiveness.



ATTACHMENT A

# Proposed Staffing Structure





Today Maddison  
1711 Republican Street, Apt A  
Honolulu HI, 96819  
(808) 397-8517  
[tmaddison@kkv.net](mailto:tmaddison@kkv.net)

**Qualifications:**

- Proficient in English
- Proficient in Marshallese language
- Able to understand and communicate among Marshallese patients and medical staff

**Education:**

Marshall Islands High School, Majuro Atoll, Marshall Islands 1969-1972

**Experience:**

- Kokua Kalihi Valley Comprehensive Family Services August 2020 - present
  - Marshallese Community Health Worker & Medical Interpreter
  - Works with various departments in interpretation for appointments and programming
  - Conducts outreach within Kalihi community
- Honolulu Medical Group 1995-2000
  - Marshallese interpreter
  - Works with the care coordinator
- Welfare Courthouse 1998-1999
  - Marshallese interpreter
  - Helping children that were turned down
- Susannah Wesley 1997-1998
  - After-school program volunteer
  - Assisting Marshallese students focus on school: homework, other school activities
- Majuro Marshall Island 1971-1973
  - Doctor's Marshallese interpreter

**Skills:**

- Language: Marshallese
- Communication: strong verbal communication skill with the Marshallese community
- Outreach: Connecting Marshallese community to other resources and community events
- Ability to work with multicultural staff and client populations
- Willingness to provide support, encouragement, and motivation to community members and patients

Evelyn Sowas  
2280 Kalaunu St. 27A  
Honolulu HI, 96819  
(808) 230-1974  
Esowas@kkv.net

**Qualifications:**

- Proficient in English
- Proficient in Chuukese language
- Able to understand and communicate among Chuukese patients and medical staff

**Education:**

Chuuk High School 1971-1975

North Florida College 1975 – 1977

Associate of Arts, Office Administration

**Experience:**

Kokua Kalihi Valley Comprehensive Family Services 2016 - present

- Chuukese Community Health Worker & Medical Interpreter (currently)
  - Conducts outreach within Kalihi community. Works with various departments in interpretation for clinical appointments and cohort programming
- Pacific Voices - Assistant Coordinator (formerly)
  - Assist in planning and programing specifically for Chuukese youth groups

Home care 2007 – 2009

- Patient care assistant
  - Assisting in elderly care

Chuuk State Department of Education 1995-2006

- Classroom Teacher
  - Teach students basic academic, social, and other formative skills in public and private schools at the elementary level

**Skills:**

- Language: Chuukese
- Communication: strong verbal communication skill with the Chuukese community
- Outreach: Connecting Chuukese community to other resources and community events
- Ability to work with multicultural staff and client populations in medical and social aspects
- Willingness to provide support, encouragement, and motivation to community members and patients

References available upon request

## **Phitsamay Sinhvongsa**

(808) 794-9400 ext:403

[psinhvongsa@kkv.net](mailto:psinhvongsa@kkv.net)

2239 N School St, Honolulu, HI 96819

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### **Objective**

Entry-level opportunity in human services within non-profit organizations. Focused on expanding my knowledge and experience serving underserved communities on Oahu.

### **Education**

High School Graduate — James Campbell High School (2004–2007)

Associate Degree in Archeology/Anthropology — Merced Community College (2011–2013)

Bachelor Degree in Anthropology — UH West Oahu (2016–2019)

Community Health Worker Program — Kapiolani Community College (2020–2021)

### **Work Experience**

#### **Economic Agency (EA) Community Health Worker**

Kokua Kalihi Valley | Oct 1, 2022 – Present

- Interview patients to understand their social needs (SDOH) and respond to Hui Hoaka referrals.
- Help patients and families find and apply for food, housing, financial, medical, and legal resources.
- Support patients one-on-one by guiding them through social services and building confidence in self-advocacy.
- Work closely with KKV teams (Care Management, BH, MCH, Nutrition, KPT Clinic, MLPC) to support patient needs.
- Follow up daily on patient progress and update the KKV care team.
- Answer calls from the Kokua Hotline and connect callers to appropriate departments.
- Accompany patients to benefit appointments to provide advocacy and navigation assistance.
- Conduct care reminders for appointments with EA or other KKV teams.

- Assist with housing applications and teach digital skills for HPHA and Section 8 follow-up.
- Make appointment reminder calls and help patients schedule Handi-Van rides.
- Join community outreach events and support EA education programs.
- Track inventory and intake data for community resource programs within EA or Hui Hoaka.
- Support CHW student trainees and maintain patient confidentiality.
- Work with interpreters to assist patients with language barriers & SDOH needs.

### **Temporary Project Assistant – Hui Hoaka/ KPT Clinic**

Kokua Kalihi Valley | Feb 2022 – Oct 2022

- Built rapport with clients and supported community members accessing KKV services at the KPT Clinic.
- Researched resources outside of the KKV department for KKV patients.
- Help completed and submit rental assistance application from CCH & CNHA.
- Collaborated with coworkers, patients, and outside agencies to provide updates on client needs & application progress.
- Completed follow-up calls with clients and agencies.
- Submitted daily reports on client interactions and interests.
- Assist with intake form for KPT Clinic Food Pantry.
- Participate in KPT community outreach with MCH, PACT, Better to Tomorrow.

### **ChildCare**

YMCA | Leeward HI | 2017–2021

- Understanding children's development.
- Planning activities and lesson plans.
- Working on group projects with co-workers.

### **Food Service / Sushi Line Cook**

Genki Sushi | Kapolei, HI | 2018–2022

- Knife skills and teamwork.
- Following company policies and procedures.
- Multitasking from prep to sushi line.

### **Food Service / Pizza Maker**

Little Caesar K-Mart | Kapolei, HI | 2015–2018

- Greeted and assisted customers.
- Handled cash and counted drawers.

- Followed sanitization regulations.
- Promoted store specials.

## References

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Della Cepeda

Lead, Genki Sushi | Kapolei, HI (808) 517-2665

Jessica Graica

Volunteer Member Key Club | Ewa Beach, HI (917)309-4672

Pearl Faimafili Sheck

Public Housing Coordinator at Kokua Kalihi Valley | Honolulu, HI (808) 791-9400

Lalo Kalahale

EA Supervisor Coordinator at Kokua Kalihi Valley | Honolulu, HI (808) 791-9400

Megan Inada

Hui Hoaka Data Supervisor Coordinator at Kalihi Valley | Honolulu, HI (808) 791-9400

# May-Lynn M. Phillip

99-052 Moanalua Road, Aiea, HI 96701 | (808) 990-9527 | [mayphillip360@gmail.com](mailto:mayphillip360@gmail.com)

## Objective:

Dedicated individual with background in community involvement and youth mentorship, seeking employment opportunity to grow & utilize my experience and knowledge in administration, customer service, and coordination of youth and community development.

## Skills & Abilities:

- Organization & Time Management
- Team Building & Leadership Skills
- Life Coach for “At-Promise” Youth and Young Adults
- Clerical & Data Management Experience
- Customer Service Experience
- Ability to Multitask
- Strong Verbal and Written Communication Skills
- Commitment & Dedication to Task Completion
- Self-Motivator
- Microsoft Office Proficiency (Excel, Word, Outlook, PowerPoint)
- Event Planning & Coordinating

## Work Experience:

### **December 2021 - Present                      Inbound Expert, Target**

- Unload and sort incoming merchandise from truck line
- Stock, backstock, and zone products on sales floor
- Manage all defectives and handle environmentally sensitive items in compliance with applicable laws and regulations
- Work involved lifting 50+ lbs of merchandise and standing for long periods of time

### **August 2020 - Present                      Hui Hoaka Advocate/Medical Screener, Kokua Kalihi Valley Comprehensive Health Center**

- **Hui Hoaka Advocate:** Hired as Covid-Response Effort Team. Duties included community outreach and education, and providing quality care for covid-positive patients.
- **Medical Screener:** Duties include screening and directing all guests entering clinic; assisting covid-positive patients with care and resources; updating data sheet for covid-positive patients; supplying patients with care packages and resources; and maintaining a safe and sanitized work space.

### **August 2020 - May 2022                      Enrollment Specialist, Kupu Hawaii HYCC Community Program**

- Strategize and develop recruitment process for Community Program
- Organize home visits with potential recruits and their family

- Network with schools, community groups, and other resources to increase recruitment for Community Program
- Assists potential recruits in applying to Community Program
- Assist Community Program Leads in natural resource conservation and educational activities

**July 2015 – October 2016      Paraprofessional Teacher (PPT), Central Middle School**

- Assist students from Project DREAM Program in regular classes
- Focus on academic support, ensuring students remain on track with class assignments and being organized
- Run after-school tutoring program for Project DREAM students
- Communicate with DREAM Coordinator if students need supplies for projects and assignments
- Serve as communication link between classroom teachers and Project DREAM staff
- Mentor DREAM students

**October 2005 – July 2016      Medical Records Clerk, Kalihi-Palama Health Center**

- Team Lead
- Assist with implementation of electronic-health records from paper records
- File & scan medical records in a quick and proficient manner
- Operate fax & copy machines
- Coordinate chart audits
- Create letterheads and/or memos upon request from patients, doctors, etc.
- Release/receive medical records to/from outside sources
- Answer & direct incoming phone calls

Maintain confidentiality as well as accessibility of medical records

**Education:**

June 2015    Word of Life Academy, HS Diploma

**Volunteer Experience:**

**September 2009 – Present Date      Life Coach, Life 360 Network, Inc.**

- Mentor youth and young adults, ages 10+ from “at-promise” communities
- Plan and coordinate fun and exciting activities and events on a weekly/monthly basis
- Provide opportunities for young people to give back through community service
- Motivate youth through creative expressions: art, dance, writing, singing, drama, etc.
- Assist & coordinate fundraiser events to raise funds for organization
- Active roles in community clean ups and other events in partnership with HPD, Weed & Seed, HCDA, KupuHawaii, DOE, and other partners/resources
- Lead small groups for females ages 10-21
- Assist with mediation between students, families, school staff, etc.
- Coordinate food distributions to Life 360 sites during COVID Pandemic

**May 2002 – Present Date      STP Ministry, Word of Life Christian Center**

- Provide hospitality and service of excellence to guests
- Assist guests on/off shuttles with smile and professional attitude
- Operate as dispatch for shuttles and direct shuttles to different pick up/drop off locations
- Direct oncoming traffic to parking lots and assisting cars with parking
- Create a safe and clean environment at all times

**October 2014 – December 2014 “Why Try” Facilitator, Campbell & Castle High School**

- Facilitate “Why Try” curriculum to students in Project SMART Program
- Collaborated with School Counselors & Life 360 Coaches to coordinate class activities and lessons
- Provide fun, engaging, and meaningful lessons on a weekly basis
- Coordinate celebration of completion activity for all students involved in Project SMART
- Mentor students in Project SMART

**September 2009 – April 2014 Café Overseer, Life 360 Network,**

- Oversee café purchases and operations
- Cash handling in a fast-paced environment
- Manage cafe inventory
- Set up and break down café area
- Reconcile cash register

**2002 – 2003 Office Intern, Pacific Gateway Center**

- Data entry
- Answering & transferring phone calls
- Filing

***References available upon request***

**Sihla L. Jain**

808-392-7566 / 808-897-9821

1475 Linapuni St. Apt A1710, Honolulu, HI 96819

[sjain@kkv.net](mailto:sjain@kkv.net)

**Objective:**

To apply my skills and experience in serving local and immigrant communities in Hawaii, assisting in areas that benefit families, children, and the greater community.

**Professional Experience:*****Kokua Kalihi Valley Comprehensive Family Services*****Parent Health Educator**

*November 2010 – Present*

- Provide education and support to children (ages 0-3 and 5-10) and their families.
- Assist Parent Project Coordinator with programs such as mobile, drop-in play and learn sessions, and clinical-based parenting classes.
- Distribute diapers and activity packs to families.
- Contact parents for monthly "talk story" sessions.
- Conduct Protective Factor training with parents.
- Meet with individual mothers to discuss family needs.
- Provide interpretation services for families when needed.
- Offer health education to women in the Kalihi community.

***McDonald's Hawaii*****Cashier**

*February 2009 – 2010*

- Provided excellent customer service and took orders.
- Managed cash transactions and handled payments.
- Assisted in maintaining a clean store environment.

***Moiliili Community Center / Kahaumanu School*****Tutor**

*March 2010 – September 2010*

- Provided tutoring for 2nd to 5th grade students.
- Assisted students with homework and academic support.
- Coordinated activities for students during playground time.
- Assisted with school facility cleaning and maintenance.

***Saint Paul Christian School***

**Elementary-Middle-High School Teacher**

*January 2008 – January 2009 (Guam, USA)*

- Prepared course objectives and outlines in accordance with curriculum guidelines.
- Administered and graded tests, recorded results, and assigned lessons.
- Provided feedback to students through oral presentations and written work.

***Ohwa Christian High School***

**Classroom Teacher & Secretarial Clerk**

*1993 – 1995*

- Developed course objectives and study outlines.
- Coached students for extracurricular activities.
- Provided counseling services to students.
- Managed HR tasks such as payroll and collections for monthly tuition fees.
- Assisted with tutorial classes and other administrative duties.

***Pohnpei Catholic School***

**Teacher Aide / Assistant Librarian**

*1995 – 1997*

- Graded homework and tests, recorded results.
- Distributed teaching materials to students and maintained classroom order.
- Assisted students with research and homework.
- Guided students in selecting library materials for projects.

***Sekere Elementary School***

**Classroom Teacher (2nd and 3rd Graders)**

*1997 – 2008*

- Prepared lesson plans and coordinated indoor/outdoor activities for students.
- Conducted Parent-Teacher Association (PTA) meetings.
- Administered tests and quizzes, and corrected student work.

**Education:**

**Pics High School**

*High School Diploma*

1986 – 1990, Kolonia, Pohnpei, FSM

**College of Micronesia**

*Associate Degree in General Business*

1990 – 1993, Kolonia, Pohnpei, FSM

**College of Micronesia**

*Third-Year Certificate in Elementary Education*

Took classes toward a **Bachelor's Degree**.

**References:**

**Diena Peterson, MCH**

**(808)861-7660**

**Family Strengthening Coordinator**

**Kokua Kalihi Valley Comprehensive Family Services**

**2239 North School Street, Honolulu, Hawaii 96819**

**Cherry Fuentes, MCH**  
**(808)990-9335**  
**Family Strengthening Health Educator**  
**Kokua Kalihi Valley Comprehensive Family Services**  
**2239 North School Street, Honolulu, Hawaii 96819**

**Raenelle Bras, MCH Director**  
**(808)520-7645**  
**Family Strengthening Health Educator**  
**Kokua Kalihi Valley Comprehensive Family Services**  
**2239 North School Street, Honolulu, Hawaii 96819**

# CHERRY C. FUENTES

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[cfuentes@kkv.net](mailto:cfuentes@kkv.net)  
(808)990-9335



## PROFILE

Caring, friendly, and enthusiastic. 7 years working in Maternal Child Health, Family Strengthening Program. Proven to be helpful, responsible and reliable. Possess special sensitivity to meeting the needs of client in varied situations. Adaptable to change. Relates well with people from a variety of cultures. Respectful and courteous. Continuously improving on performance and personal knowledge.

## EDUCATION

Community Health Worker; Kapiolani Community College; Honolulu, HI May 2024  
Certified Nursing Assistant; Healthcare Training & Career Consultants; Honolulu, HI 2012  
Bachelor of Science: Psychology; Colegio de San Juan de Letran: Intramuros, Manila, PH 2001  
Bachelor of Science: Foreign Service; Intramuros, Manila PH 1995-1997

## WORK EXPERIENCE

### **Health Educator - Parenting (Part-time) Kokua Kalihi Valley Comprehensive Clinic; Honolulu, HI — July 2022 - Present**

- Educate people about the availability of healthcare services.
- Provide education and support to children and parents in clinic and community settings.
- Leads and assist with child centered and parent education activities.
- Community outreach, school visits and activities.
- Helps connect patients to resources available for their needs.
- Assist with survey administration, data collection for grant funding.
- Creates activity packs with age-appropriate books and activities for parents to share with their child that promote literacy, as well as educational resources on nutrition, positive behavior, and positive discipline.

### **HR Admin Assistant (Part-time) Kokua Kalihi Valley Comprehensive Clinic; Honolulu, HI — October 2021 - June 2022**

- Assisted with day to day operations of the HR functions and duties.
- Organized, compiled and maintained personnel records.
- Prepared HR documents, like employment contracts and new hire forms.

### **Peer Parent Educator- Literacy, (Part-time) Kokua Kalihi Valley Comprehensive Clinic; Honolulu, HI — October 2018 - June 2022**

- Engaged families in reading and pre-literacy activities, assist with program duties including preparing materials, food, room set-up and other logistics.
- Provided parents with guidance on topics such as discipline, parenting style and child development.
- Provided information, support and encouragement to each family in the program.
- Gave books and activity kits for clinic's clients on different age group level.
- Shared information about resources, services and supports and exploring what might be appropriate for their child and family.
- Data entry.

### **Ohana Support Parent , Kokua Kalihi Valley Comprehensive, Clinic (Volunteer); Honolulu, HI — August 2018 - September 2018**

- Ohana Play and Learn room - Ohana support parent, reading to kids, assist parents with their kids while waiting for appointment (main clinic, wellness, dental).

# CHERRY C. FUENTES

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cherryf@hawaii.edu  
(808)990-9335



## **Certified Nursing Assistant, Good Shepherd Foster Care Honolulu, HI — April 2012 - October 2013**

- Demonstrated initiative while providing personal care to assist the patient in the completion of hygiene and activities of daily living.
- Sensitivity to patient's comfort and privacy and interest in their progress, while maintaining patient confidentiality.
- Monitors and ensures accuracy of recording on patient medical records
- Quality improvement program, safety, environmental and infection control standards.

## **Personnel Officer, Focolare Tagaytay Carpentry Shop Tagaytay, Philippines — 2005 - 2011**

- Responsible in employee benefits, payroll, organized files, fax, reports and scan documents.
- Conducted new employee orientation to foster positive attitude toward organizational objectives.
- Served as a link between management and employees by handling questions, interpreting and administering contracts and helping resolve work-related problems.
- Promotes and ensures a safe work environment and safety conscious work force by supporting and following safety initiatives, procedures, and activities.

## **Payroll Officer, Pag-asa Social Center Tagaytay, Philippines — 2009- 2011**

- Responsible in employee benefits and payroll.

## **CERTIFICATES**

Association for Infant Mental Health in Hawaii

- Understanding Keiki Social Emotional Developmental Markers and The Referral Process - August 2023
- Understanding Challenging Behaviors - July 2023
- Attachment as a Foundation - June 2023
- What is Infant Mental Health - May 2023

National Alliance of Children's Trust & Prevention Funds

- Parental Resilience - October 2018
- Knowledge of Parenting and Child Development - September 2018
- Concrete Support in Times of Need - September 2018

## **TRAININGS**

- Dementia Capability Training
- Healthy Heart 101
- Diabetes 101 Training
- Telehealth Coordinator Online
- Introduction to Chronic Diseases
- Motivational Interviewing Workshop
- Story-Catching
- Pilinaha Training
- Trauma and Resilience Informed Cared

## **SKILLS**

Community outreach. Parenting support. Has a good interpersonal skills and ability to use personal experience in a proactive way to support others. Strong attention to details. Able to multitask efficiently and effectively. Client oriented. Proficient in operating computer, (MS office), Canva operation, Google docs, telephone, scan, fax machine. Non-judge mental and tactful in dealing with both children and adults. Knowledge and skill working with diverse population. Bilingual (English and Filipino)

**Diena Peterson**  
**Parent Programs Coordinator**

**SUMMARY**

Community-integrated professional focused on serving underserved communities, ensuring equitable and equal access to needed programs. 4+ years of community healthcare experience in addition to 15+ years of volunteer experience.

**EXPERIENCE**

Kokua Kalihi Valley  
Parenting Project Coordinator  
December 2021 – present

- Coordinated the planning and implementation of the Family Strengthening and Parenting Program, incorporating the unique cultural values and practices of Native Hawaiian and Pacific Islander communities.
- Connect families with other organizations that address social determinants of health tailored to the individual's needs.
- Coordinated workshops and training sessions for healthcare professionals on effective parenting techniques and resources.
- Collaborated with multidisciplinary teams to create comprehensive parenting support initiatives tailored to community needs.
- Developed and launched community surveys among Kalihi Valley residents and patients of Kokua Kalihi Valley to identify challenges common among families and mothers with young children to develop action plan to meet the needs of the community.
- Initiated and developed the program's first Chuukese Children's book
- Maintained partnerships with local organizations and community resources to enhance program offerings and outreach.
- Monitored and reported on program outcomes, presenting findings to stakeholders to inform future initiatives.

Kokua Kalihi Valley  
Training Program Assistant  
October 2020 – December 2021

- Developed electronic intake forms to screen and gather patient information to better assist them with any needs during the COVID-19 Pandemic.
- Assisted with phone screenings, follow-up calls and coordinating seamless hand-offs to appropriate programs identified by the patient's needs assessment.
- Managed participant records and program data, ensuring accuracy and confidentiality in compliance with organizational standards.
- Coordinated supply deliveries to families affected by COVID-19, which included, meal and produce boxes, baby and cleaning supplies.
- Support COVID-19 vaccine clinics and home test kit distributions

## Pearl Factory

Salesperson

March 2018 – August 2020

- Provided expert product knowledge on various types of pearls, educating customers about quality, care, and design options.
- Assisted customers in selecting jewelry pieces, utilizing strong interpersonal skills to meet their needs and preferences.
- Managed inventory and tracked sales data to identify trends and optimize stock levels.
- Resolved customer inquiries and issues promptly, ensuring a high level of customer satisfaction and loyalty.
- Achieved monthly sales targets
- Trained new sales staff on product features, sales strategies, and customer service best practices.

## Pasefika Passion Pipeline

Outreach Worker

August 2016- December 2020

- Engaged with diverse communities to promote Pasefika Passion Pipeline programs, fostering awareness and participation among target populations, specifically in the Kalihi Community.
- Developed and maintained relationships with local organizations, schools, and community leaders to enhance outreach efforts and build collaborative partnerships.
- Provided tutoring and mentoring support of students to ensure a smooth transition into higher education.
- Assisted students with essays, enrollment forms, financial aid applications and scholarship applications to ensure equitable access to higher education.
- Utilized social media and other communication platforms to effectively reach and inform potential participants about program offerings and events.
- Assisted in organizing community events, ensuring smooth operations and a welcoming environment for all attendees.

## **EDUCATION**

Master of Arts in Communications, University of Hawaii at Manoa, 2020

Bachelor of Arts in Communication, University of Hawaii at Manoa, 2017

Associate of Arts in Liberal Arts, Honolulu Community College, 2015

High School Diploma, Farrington High School, 2012

## **COMMUNITY INVOLVEMENT**

- Kokua Kalihi Valley, Community Events Volunteer
- Our Lady of the Mount Church, Young Adult Youth Coordinator Assistant
- Our Lady of the Mount Parish, Volunteer
- Ho'oulu Aina, Volunteer

- Farrington High School Event Volunteer
- Pasefika Passion Pipeline, Coach/Mentor