

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

JESSICA WELCH, EXECUTIVE DIRECTOR

PRINT NAME AND TITLE

JANUARY 13, 2026

DATE



STATE OF HAWAII
STATE PROCUREMENT OFFICE

CERTIFICATE OF VENDOR COMPLIANCE

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

Vendor Name: MANOA HERITAGE CENTER

DBA/Trade Name: Manoa Heritage Center

Issue Date: 01/15/2026

Status: **Compliant**

Hawaii Tax#: [REDACTED]

New Hawaii Tax#:

FEIN/SSN#: [REDACTED]

UI#: No record

DCCA FILE#: 104067

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 REVISIED STATUTES**

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawai'i Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant is awarded;
 - b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
 - c) Agrees not to use state funds for entertainment or lobbying activities; and
 - d) Allows the state agency to which funds for the grant were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant.
- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawai'i Revised Statutes:
 - a) Is incorporated under the laws of the State; and
 - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant is awarded shall be conducted or provided; and
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawai'i Revised Statutes:
 - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
 - b) Has a governing board whose members have no material conflict of interest and serve without compensation.
- 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, Hawai'i Revised Statutes, for grants used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant used for the acquisition of the land.

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

Mānoa Heritage Center
(Typed Name of Individual or Organization)

 January 13, 2026
(Signature) (Date)

Jessica Welch Executive Director
(Typed Name) (Title)

Application for Grants

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

I. Certification – Please attach immediately after cover page

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

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

See attached Certificate of Vendor Compliance.

2. Declaration Statement

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

See attached Declaration Statement.

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](#).

State Grant-in-Aid funding will be used for a public purpose as described in **Section II: Background and Summary**, by supporting Mānoa Heritage Center’s (MHC) efforts to convert Kūali’i, the former home of founders Sam and Mary Cooke, into a historic house museum. This investment will enable the engagement of qualified preservation, accessibility, and museum-planning professionals to thoughtfully plan and design the portions of Kūali’i to be opened for public visitation. Through this work, the project will preserve an important cultural and historic resource, expand public access to Hawai’i’s heritage, and provide educational opportunities aligned with the public purpose requirements of 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;

For more than three decades, MHC has been a trusted educational and cultural resource, delivering 'āina-based programs for learners of all ages, from keiki to kūpuna. Its assets include Kūka'ō'ō Heiau, the LEED-certified Harry & Jeanette Weinberg Visitor Education Hale, and soon, the historic Kūali'i home, which houses a significant collection of Hawaiiana art, books, and prints. Kūka'ō'ō Heiau, a mapele (agricultural) temple, overlooks Mānoa Valley with sweeping views from the Ko'olau Range to Waikīkī. Surrounding the heiau is a thriving Native Hawaiian garden of endemic and indigenous plants, along with Polynesian introductions, many listed on the U.S. Fish & Wildlife Endangered Species List and the IUCN Red List. Together, these living resources form a powerful outdoor classroom where cultural knowledge and environmental stewardship intersect.

Through hands-on education programs, MHC brings the ahupua'a system to life, showing how every element, from the mountains to the sea, plays a critical role in sustaining healthy watershed forests. By grounding residents and visitors of all ages in the wisdom of Indigenous knowledge, MHC helps them understand how today's choices shape the health of streams, forests, and communities for generations to come. Led by experienced staff and supported by 30 highly trained docents, including three 'ōlelo Hawai'i speakers, MHC brings its 3.5-acre historic and biocultural site to life through authentic and intergenerational programming that preserves Hawai'i's cultural and natural heritage.

2. The goals and objectives related to the request;

MHC aims to achieve the following Goal and Objective as part of this shovel-ready capital project:

Goal: To prepare Kūali'i for its transition from a private residence into a community resource that will ultimately be open and accessible to the public.

Objective: Engage qualified preservation, accessibility, and museum-planning experts to plan and design the areas of Kūali'i that will be opened to the public as a historic house museum.

3. The public purpose and need to be served;

Residents from low to moderate income communities throughout Hawai'i need access to cultural spaces like MHC because these sites strengthen cultural identity and foster a generation of environmental stewards who are prepared to address long standing issues affecting local communities.

In 2019, MHC began a strategic planning process to create the framework for an interpretive plan for the historic Cooke family home, Kūali'i. While the interior of the home is not yet open to the public, Kūali'i holds a prominent place within MHC's 3.5 acre campus and currently serves as an important feature within the guided tour experience. Kūali'i is a distinguished example of Tudor Revival architecture designed by the well-known Honolulu architects Emory and Webb. The home was constructed using

stone taken directly from the property, creating a deep connection with its natural surroundings. Sam and Mary Cooke purchased Kūali'i in 1970 and gradually transformed it into a repository of cultural treasures rarely found outside institutional collections. Their extensive and carefully curated collection includes paintings, drawings and prints focused on the Hawaiian Islands. In 2000, the home was added to the National Register of Historic Places in recognition of its historical significance and cultural value.

During Mary Cooke's lifetime, MHC staff worked closely with her and gained a clear understanding of the vision that she and her husband Sam held for this historic and cultural property. Kūali'i was formally deeded to MHC in early 2023 with the intention that it would one day serve as a community resource for students, educators, residents and visitors. As with any historic home, the passage of time has created a pressing need for restoration to protect the structure's original character. Evolving safety expectations and electrical standards require significant upgrades to ensure that Kūali'i can be safely used for public access. The property must align with Americans with Disabilities Act requirements and incorporate stronger security measures to protect this cultural legacy for generations to come.

MHC is undertaking a comprehensive reimagining of Kūali'i, led by newly appointed Executive Director Jessica Welch, to prepare the historic residence for safe public access and long-term preservation. MHC was awarded \$500,000 in State Grant-in-Aid instrumental to advancing critical stabilization work, with plans to complete emergency repairs in 2026 necessary to stop active water intrusion and prevent further structural damage to this irreplaceable historic asset.

The final phase of the project is to engage qualified preservation, accessibility, and museum-planning experts to plan and design the areas of Kūali'i that will be opened to the public as a historic house museum. This planning effort supports the Legislature's GIA priorities by ensuring State funds are used to protect a publicly accessible historic resource, address life-safety and security requirements, and provide ADA-compliant access for seniors and individuals with mobility challenges. By responsibly preparing Kūali'i for public use, this project will enable long-term educational programming, cultural preservation, and safe community access to a significant historic site.

4. Describe the target population to be served; and

This capital improvement project will benefit an estimated 7,500 residents and visitors of all ages, as well as community organizations, cultural practitioners and international guests. It will also serve students and educators from public, private and charter schools across the state. School based programs focus on underserved communities throughout O'ahu, many which experience high transiency and have a large percentage of children who qualify for free or reduced price lunch.

5. Describe the geographic coverage.

MHC welcomes visitors from across O‘ahu, the Neighbor Islands, the continental United States and international destinations. While we serve a broad audience, our programs primarily focus on communities within the Ala Wai Watershed, which covers 19 square miles, with more than 40% of the upper watershed designated as Conservation District. The middle and lower sections of the watershed are home to approximately 200,000 residents, representing about 20% of O‘ahu’s population, and include more than 30 K-12 schools along with the University of Hawai‘i at Mānoa. This area is highly urbanized, encompassing single family homes, condominiums, hotels and commercial districts. Waikīkī, a central driver of Hawai‘i’s economy, sits between the Ala Wai Canal and the ocean at the base of the watershed.

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;

Grant in Aid Funds will be used to engage qualified preservation, accessibility, and museum-planning experts to plan and design the areas of Kūali‘i that will be opened to the public as a historic house museum. This planning effort supports the Legislature’s GIA priorities by ensuring State funds are used to protect a publicly accessible historic resource, address life-safety and security requirements, and provide ADA-compliant access for seniors and individuals with mobility challenges.

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

Upon receiving the Notice to Proceed, MHC would begin the project, which is anticipated to begin January 2027 and take approximately 12 months to complete.

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

If awarded State Grant-in-Aid, MHC expects to begin drawing down funds immediately upon receiving the Notice to Proceed. MHC will engage qualified preservation, accessibility, and museum-planning experts to plan and design the areas of Kūali‘i that will be opened to the public as a historic house museum. MHC staff and the planning team will collaborate with professionals to establish key milestones, monitor progress and ensure that all project goals are met.

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.

MHC will submit quarterly reports to the State based on milestones established by MHC leadership.

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](#))

See attached Budget Forms.

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2027.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$100,000	\$100,000	\$100,000	\$100,000	\$400,000

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

MHC has committed to raising an additional \$100,000 for the project from local and national philanthropic funders.

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.

This does not apply.

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.

Program	Funding Source	Amount
Healing Racial Trauma through Multicultural Understanding	State GIA	\$100,000

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

MHC's balance of unrestricted current assets as of December 31, 2025 is \$2,652,484.08.

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.

For over 30 years, Mānoa Heritage Center has invited visitors of all ages to connect with Hawai'i's past through the thoughtful stewardship of Kūka'ō'ō Heiau and its surrounding Native Hawaiian gardens, which are home to a remarkable collection of rare and endangered species, as well as plants introduced by Polynesian settlers.

Our 3.5-acre site tells the story of Mānoa Valley, once a thriving agricultural hub cultivated by Hawaiians for centuries. Kūka'ō'ō Heiau, an ancient temple believed to be built by the menehune, rises above the valley floor, once overlooking a landscape of wetland taro fields (lo'i kalo), along with breadfruit, banana, and sweet potato crops cultivated in the fertile valley.

MHC's educational programs for schools, teachers, and the community are focused on fostering responsible stewardship and a deep appreciation for Hawai'i's rich natural and cultural heritage. In 2018, MHC successfully expanded its campus as part of a \$4 million capital campaign to build the LEED Gold Certified Harry & Jeanette Weinberg Visitor Education Hale, a caretaker's residence/maintenance workroom, a Hawaiian star compass driveway, and expanded gardens.

As change-makers, MHC has spent the last several years ensuring our spaces function as community hubs that promote cross-cultural dialogue. These spaces enable students from all backgrounds to collaboratively create strategies for conserving our island's precious resources. MHC will harness three decades of successful experience to transform Kūali'i into a treasured community resource for generations of keiki and kūpuna to learn from and enjoy.

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.

MHC is a culturally significant 3.5 acre site in Mānoa Valley that includes a range of distinct resources across two primary sections of its master campus.

Upper Campus

- Kūka'ō'ō Heiau;
- Gardens of Native Hawaiian and Polynesian-introduced plants; and
- Named in honor of the last chief of O'ahu before the unification of the islands, Kūali'i is Sam and Mary Cooke's former historic tudor-style home in Mānoa that is on the National Register of Historic Places. As part of renovations, MHC is preparing the home and its vast collection of art and rare books to transition from a private residence to a treasured community resource for generations of keiki and kūpuna to learn from and enjoy.

Lower Campus

- In 2018, MHC completed construction of a 4,125 sf, LEED-certified, energy self-sufficient, ADA-compliant Visitor Education Hale, 1,208 sf 2-story caretaker's residence/maintenance workroom, Hawaiian star compass driveway for wayfinding and celestial navigation and additional landscaping of Native Hawaiian plants.

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.

MHC's leadership team brings extensive expertise in nonprofit management, education, and cultural stewardship.

Jessica Welch, Executive Director, has over 20 years of experience in nonprofit leadership, fundraising, and community engagement. She holds an MA in Arts Administration from the University of Oregon and a BA in Political Science and Spanish from Willamette University. Under her leadership, MHC has expanded place-based education, strengthened school partnerships, and advanced capital projects sustaining its mission as a living classroom.

Jenny Engle, Director of Education, brings over two decades of experience developing museum education programs that engage students and support teachers. Previously Teacher Liaison at the Honolulu Museum of Art, she expanded access for Title I schools and led professional development for educators. She holds an M.Ed. from Harvard Graduate School of Education and a BA in Art History from Kenyon College.

Lindsey Ke‘ala Wong, Cultural Steward, ensures Hawaiian cultural perspectives are woven throughout all programming. A graduate of Kamehameha Schools Kapālama and UH Mānoa, she holds a BA in Hawaiian Studies and Hawaiian Language and an MA in Curriculum Studies (STEMS²).

Kawai Souza, Education Assistant is passionate about ‘āina stewardship and the preservation of Hawai‘i’s wahi and ‘ike kūpuna. She holds a BA in Hawaiian Studies from UH Mānoa and a certificate in Ethnobotany from Windward Community College.

Lilia Lorenzo, Garden Educator, collaborates with the education team to deliver engaging programs for visitors of all ages. Lilia holds a BA in Hawaiian Studies and Hawaiian Language from UH Mānoa and owns Lilia Poliahu Studio.

Kanoa Nakamura, Garden Educator, shares his passion for native plants with school groups and is pursuing a degree within the UH system.

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 attached Organization 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.

MHC’s three highest paid employees are as follows:

Executive Director (\$140,000)
Director of Collections (\$93,600)
Director of Education (\$92,700)

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.

This does not apply.

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.

This does not apply.

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 does not apply.

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.

MHC's sustainability strategy relies on a diversified financial framework, with programs supported through annual fundraising campaigns that engage individuals, foundations, and corporations, as well as through strategic partnerships that expand our impact while minimizing costs. Our multi-year operational budget prioritizes programs that align with long-term strategic goals, ensuring resources are allocated efficiently. Recognizing the need for financial stability beyond annual fundraising, MHC established the Sam Cooke Endowed Fund in 2018, which once fully funded will provide a reliable revenue stream to fund educational programs against unforeseen economic challenges, ensuring continuity and growth.

Strong relationships with schools, cultural practitioners, and community organizations provide a stable network for program delivery, collaboration, and expansion. MHC's programs enable students and educators to gain enduring access to 'āina-based

education that fosters environmental stewardship and a deeper understanding of Hawai'i's cultural heritage. In turn, the community benefits from the preservation of a living classroom that strengthens cultural continuity and environmental awareness for future generations.

Once capital improvements are completed and Kūali'i is open to the public, no additional operating funding would be needed from the State to operate programs. Extending far beyond improving a structure, this capital project represents an investment in revitalizing a cultural treasure, safeguarding an irreplaceable piece of Hawai'i's heritage and ensuring that Kūali'i continues to inspire and educate future generations.

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2026 to June 30, 2027

Applicant: Mānoa Heritage Center

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Not Applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				

JUSTIFICATION/COMMENTS:

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
Not Applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				

JUSTIFICATION/COMMENTS:

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2026 to June 30, 2027

Applicant: Mānoa Heritage Center

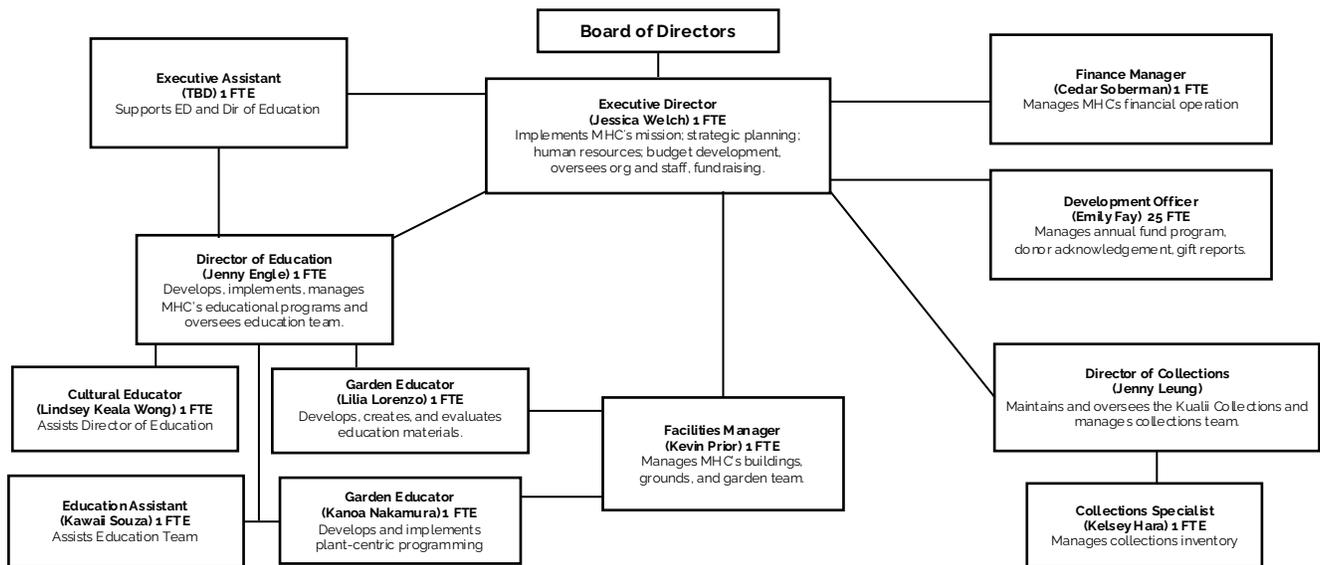
FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY:2024-2025	FY:2025-2026	FY:2026-2027	FY:2026-2027	FY:2027-2028	FY:2028-2029
PLANNING & DESIGN			\$100,000			
LAND ACQUISITION						
DESIGN						
CONSTRUCTION/RENOVATION			\$300,000	\$100,000		
EQUIPMENT						
TOTAL:			\$400,000	\$100,000		
JUSTIFICATION/COMMENTS: State GIA funds will be used to support the engagement of qualified preservation, accessibility, and museum-planning professionals and all related costs to thoughtfully plan and design the portions of Kūali'i to be opened for public visitation.						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Mānoa Heritage Center

Contracts Total: \$100,000

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	Healing Racial Trauma through Multicultural Understanding	1/1/2023 - 6/30/2024	Office of Community Services	State	\$100,000
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MĀNOA HERITAGE CENTER
Organizational Chart
as of January 15, 2026