

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

Tomi Moore
AUTHORIZED SIGNATURE

Tomi Moore
PRINT NAME AND TITLE

01/23/2026
DATE



STATE OF HAWAII
STATE PROCUREMENT OFFICE

CERTIFICATE OF VENDOR COMPLIANCE

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

Vendor Name: MY BROTHER'S KEEPER RT

Issue Date: 01/07/2026

Status: **Compliant**

Hawaii Tax#:

New Hawaii Tax#:

FEIN/SSN#:

UI#: No record

DCCA FILE#: 316481

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

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](#).

Yes. The grant will be used for a public purpose pursuant to Section 42F-102, Hawai'i Revised Statutes. The requested funds will support community-based mentoring, leadership development, and life-skills programming that serves boys and men across multiple age groups, with a primary focus on Native Hawaiian communities on the Wai'anae Coast.

The activities supported by this grant directly advance the public interest by addressing documented disparities in educational attainment, workforce participation, and social outcomes that disproportionately affect Native Hawaiian boys and men. Wai'anae is home to one of the largest Native Hawaiian populations in the State of Hawai'i and continues to experience elevated levels of poverty, unemployment, and educational disengagement. These conditions create long-term public costs related to social services, public safety, and workforce development if left unaddressed.

This grant supports prevention-focused, early-intervention services that strengthen protective factors, promote positive youth and adult development, and improve long-term outcomes. By providing culturally grounded mentorship, guidance, and leadership programming delivered by a Native Hawaiian-led organization with deep community ties, the project improves access to services that benefit the broader public, not private interests.

The proposed activities are non-sectarian, open to eligible participants without discrimination, and designed to promote community stability, economic self-sufficiency,

and civic engagement. State support for this work represents a prudent public investment that aligns with statewide priorities related to equity, workforce readiness, public safety, and community well-being.

Accordingly, the use of grant funds satisfies the public purpose requirements of Chapter 42F, Hawai'i Revised Statutes, and serves a clear and direct public benefit.

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:

II. Background and Summary

1. Brief Description of the Applicant's Background

My Brother's Keeper RT (MBK RT) is a community-based nonprofit organization founded by Native Hawaiian leaders who recognized the significant need for culturally grounded guidance, mentorship, and positive leadership development for boys and men across multiple age groups. Founded and operated by Native Hawaiians born and raised on O'ahu, MBK RT is deeply rooted in the communities it serves, particularly on the Wai'anae Coast.

The organization was established in response to persistent gaps in mentorship, educational support, and workforce guidance that disproportionately affect Native Hawaiian boys and men. MBK RT combines lived experience, cultural values, and community trust with structured programming to promote personal responsibility, leadership, and long-term success. The organization works in collaboration with schools, community organizations, and public partners to deliver services that are responsive to local needs.

2. Goals and Objectives Related to the Request

The primary goal of this request is to expand and sustain community-based mentoring and leadership programming that supports positive educational, workforce, and life outcomes for boys and men.

Key objectives include:

- Providing consistent, structured mentorship and guidance
- Supporting educational engagement and personal development
- Strengthening leadership, accountability, and life skills
- Promoting pathways to workforce readiness and economic self-sufficiency

- Reinforcing positive cultural identity and community connection

State support will allow MBK RT to stabilize and scale its services while maintaining program quality and accountability.

3. Public Purpose and Need to Be Served

This request serves a clear public purpose pursuant to Section 42F-102, Hawai'i Revised Statutes. Wai'anae is home to one of the largest Native Hawaiian populations in the State and continues to experience disproportionate challenges related to educational attainment, employment access, and economic opportunity. These challenges contribute to long-term public costs if not addressed through early, community-based intervention.

The proposed activities focus on prevention and early intervention by providing mentorship and leadership development that strengthen protective factors, reduce disengagement from education and the workforce, and promote long-term community stability. Investment in MBK RT represents a prudent public use of funds that advances equity, workforce development, public safety, and community well-being.

4. Target Population to Be Served

MBK RT serves boys and men from adolescence through early adulthood, with a strong focus on Native Hawaiian participants and individuals facing academic, economic, or social barriers. Programs are designed to support youth, young adults, and emerging leaders who benefit from culturally responsive mentorship and guidance, as well as the families and caregivers who support their success.

5. Geographic Coverage

MBK RT's primary service area is the Wai'anae Coast on the island of O'ahu. Services may extend to neighboring communities through partnerships as capacity allows; however, Wai'anae remains the core geographic focus due to its high concentration of Native Hawaiian residents and demonstrated community need.

III. Service Summary and Outcomes

My Brother's Keeper RT (MBK RT) will implement a coordinated, community-based mentoring and leadership development program designed to improve educational engagement, workforce readiness, and long-term life outcomes for boys and men, with a primary focus on Native Hawaiian communities on the Wai'anae Coast. The proposed services emphasize prevention, early intervention, and culturally grounded engagement delivered through trusted community partnerships.

1. Scope of Work, Tasks, and Responsibilities

MBK RT will carry out the following scope of work to achieve the objectives of this request:

- **Program Planning and Coordination:** Develop and manage program schedules, curricula, and service delivery plans aligned with approved objectives.
- **Participant Recruitment and Engagement:** Conduct outreach and enrollment through schools, community organizations, and partner networks.
- **Mentoring and Leadership Development:** Deliver structured mentoring sessions, leadership workshops, and group activities that promote personal responsibility, goal-setting, and positive decision-making.
- **Educational and Life-Skills Support:** Provide guidance related to academic engagement, post-secondary readiness, workforce preparation, and life skills.
- **Community-Based Delivery:** Implement services in accessible community and partner-provided locations.
- **Data Collection and Reporting:** Track participation, service delivery, and outcomes in accordance with grant requirements.
- **Fiscal Oversight and Compliance:** Ensure appropriate use of funds, documentation, and reporting to the expending agency.

Core staff will oversee program implementation and compliance, while contracted mentors and facilitators will support direct service delivery.

2. Projected Annual Timeline

Services will be delivered on a year-round basis, with structured phases to support implementation and evaluation:

- **Quarter 1:** Program planning, partner coordination, recruitment, participant intake, and baseline data collection.
- **Quarter 2:** Full implementation of mentoring, leadership, and support services; ongoing monitoring of participation and engagement.
- **Quarter 3:** Continued service delivery; mid-year review of outcomes and program adjustments as needed.
- **Quarter 4:** Completion of program activities; outcome measurement, participant feedback collection, and final reporting.

This timeline ensures continuity of services while allowing for periodic assessment and improvement.

3. Quality Assurance and Evaluation Plans

MBK RT employs a continuous quality improvement approach to ensure effective service delivery and accountability. Quality assurance measures include:

- Standardized intake and participation tracking
- Regular staff and contractor supervision and check-ins
- Monitoring of attendance, engagement, and service completion
- Participant feedback and satisfaction surveys
- Periodic review of performance data against established targets

Evaluation findings will be reviewed by program leadership on a quarterly basis to identify trends, address challenges, and implement improvements. Program adjustments may include refining outreach strategies, modifying curricula, or reallocating resources to higher-impact activities.

4. Measures of Effectiveness

MBK RT will report on the following objective measures of effectiveness to the State agency through which grant funds are appropriated:

- Number of unduplicated participants served
- Number of mentoring and leadership sessions delivered
- Participant retention and program completion rates
- Percentage of participants demonstrating improved engagement in education, training, or workforce preparation
- Participant satisfaction rates based on post-program surveys

These measures provide a consistent and objective basis for the State to assess program performance and outcomes. MBK RT acknowledges that if the level of appropriation differs from the amount requested, the measures of effectiveness will be updated and transmitted to the expending agency to reflect the adjusted scope of services.

IV. Financial

Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.

- a. Budget request by source of funds ([Link](#))
- b. Personnel salaries and wages ([Link](#))
- c. Equipment and motor vehicles ([Link](#))
- d. Capital project details ([Link](#))
- e. Government contracts, grants, and grants in aid ([Link](#))

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

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$62,500	\$62,500	\$62,500	\$62,500	\$250,000

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

attached

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.

See attached

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.

See attached

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

As of December 31, 2025, My Brother's Keeper RT reports \$250,000 in unrestricted current assets, representing State of Hawai'i Grant-in-Aid funds received to support emergency food assistance and outreach services for food-insecure and vulnerable residents across O'ahu. These funds are restricted in practice to food procurement, distribution, and related basic needs services and have not been used for mentorship, youth development, or leadership programming. The current request supports a separate mentorship and guidance program serving boys and men and does not duplicate or replace any activities funded under the prior emergency food assistance grant.

V. Experience and Capability

1. Necessary Skills and Experience

My Brother's Keeper RT (MBK RT) possesses the skills, experience, and organizational capacity necessary to successfully deliver the services proposed in this application. The organization was founded by Native Hawaiian leaders who recognized the significant need for culturally grounded mentorship and guidance for boys and men across multiple age groups, particularly within Native Hawaiian communities on the Wai'anāe Coast.

MBK RT's leadership and staff bring deep community knowledge, lived experience, and professional expertise in mentoring, youth development, leadership training, and community engagement. The organization's culturally responsive approach allows it to effectively engage participants who may be disconnected from traditional support systems, while delivering structured programming aligned with measurable outcomes.

Over the most recent three years, MBK RT has implemented community-based mentoring, leadership development, and youth support activities through partnerships with schools, community organizations, and service providers. These efforts include structured group mentoring sessions, leadership workshops, life-skills programming, and coordinated community activities designed to strengthen educational engagement and workforce readiness. MBK RT has demonstrated the ability to coordinate multi-site programming, supervise facilitators and mentors, manage participant data, and meet reporting and accountability expectations.

The organization maintains appropriate fiscal controls, administrative procedures, and compliance practices to responsibly manage public funds. Its experience delivering services in collaboration with community and public partners demonstrates MBK RT's appropriateness and readiness to carry out the proposed scope of work.

2. Facilities

MBK RT utilizes a community-based facilities model that is well suited to the proposed services. Programs are delivered in partner-provided locations, including schools, community centers, and meeting spaces throughout the Wai'anāe Coast and surrounding areas. These facilities are accessible to participants and appropriate for mentoring, leadership development, and group-based programming.

The organization's administrative functions are supported through office and meeting space sufficient for program coordination, staff oversight, data management, and fiscal administration. This distributed facilities approach reduces overhead costs, enhances accessibility, and allows services to be delivered in familiar and trusted community settings.

If additional or expanded facilities are required, MBK RT has established relationships with community partners and public agencies that enable the organization to secure appropriate spaces through shared-use agreements or scheduled access. This flexible facilities strategy ensures continuity of services and the ability to scale programming in response to community demand.

VI. Personnel: Project Organization and Staffing

Proposed Staffing, Staff Qualifications, Supervision, and Training

My Brother's Keeper RT (MBK RT) will implement the proposed services using a **lean staffing model** designed to maximize program delivery while maintaining strong oversight, accountability, and fiscal responsibility. Staffing costs are intentionally capped to ensure that the majority of grant funds directly support program services and participant outcomes.

Proposed Staffing Pattern and Service Capacity

The proposed staffing structure includes **three core positions**, with all direct service delivery supported by contracted mentors and facilitators.

- **Executive Director (full-time)**
Provides overall leadership, fiscal oversight, grant compliance, reporting to the State, and strategic direction. This position is budgeted at a reduced level of effort appropriate to the scope of the request and organizational size.
- **Program Manager (full-time)**
Oversees day-to-day program operations, including scheduling, coordination and supervision of contracted mentors, monitoring service delivery, and tracking performance measures. This position ensures consistency and quality across all programming activities.
- **Community Outreach and Engagement Coordinator (full-time)**
Leads participant recruitment, outreach, and coordination with schools and community partners. This role supports enrollment, communication, and sustained engagement while operating at a reduced level of effort to control personnel costs.

This staffing configuration provides sufficient administrative and operational capacity to manage the proposed services while prioritizing efficient use of public funds.

Staff Qualifications, Supervision, and Training

MBK RT's leadership and staff bring experience in mentoring, youth and young adult development, community engagement, and program coordination. The organization's Native Hawaiian leadership provides cultural competence and lived experience that strengthen service delivery and community trust.

The Executive Director provides administrative direction and supervision of staff. The Program Manager supervises contracted mentors and facilitators and oversees daily operations. Staff and contractors receive orientation and ongoing guidance related to program goals, cultural responsiveness, safety protocols, data collection, and reporting requirements. Regular supervision and check-ins support quality assurance and continuous improvement.

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.

The applicant is not a party to any pending litigation and has no outstanding judgments.

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.

No special licensure or accreditation is required for the proposed services, and the applicant complies with all applicable federal, State, and county requirements relevant to program delivery.

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.

The grant will not be used to support or benefit any sectarian or non-sectarian 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.

My Brother's Keeper RT (MBK RT) has developed a sustainability strategy designed to ensure continuity of services beyond fiscal year 2027 in the event that State Grant-in-Aid funding is not renewed. The organization's approach emphasizes diversified revenue, disciplined cost management, and strong community partnerships to reduce reliance on any single funding source.

If grant funding is received for fiscal year 2027 but not thereafter, MBK RT will sustain core activities through the following measures:

Diversified Funding and Private Support

MBK RT will continue to pursue private foundation grants, corporate sponsorships, individual donations, and community-based fundraising efforts aligned with youth development, mentoring, and workforce readiness. The organization has an established track record of securing non-State

support and will expand outreach to philanthropic partners committed to equity and community resilience.

Lean and Scalable Operating Model

The organization's staffing and service delivery model is intentionally lean, with a small core staff supported by contracted mentors and facilitators. This structure allows MBK RT to scale programming up or down based on available resources while maintaining program quality and administrative oversight.

Partnership-Based Service Delivery

MBK RT will continue to leverage partnerships with schools, community organizations, and public facilities to reduce overhead costs and secure in-kind support, including meeting space and program venues. These partnerships enable continued service delivery even in reduced funding environments.

Program Prioritization and Phasing

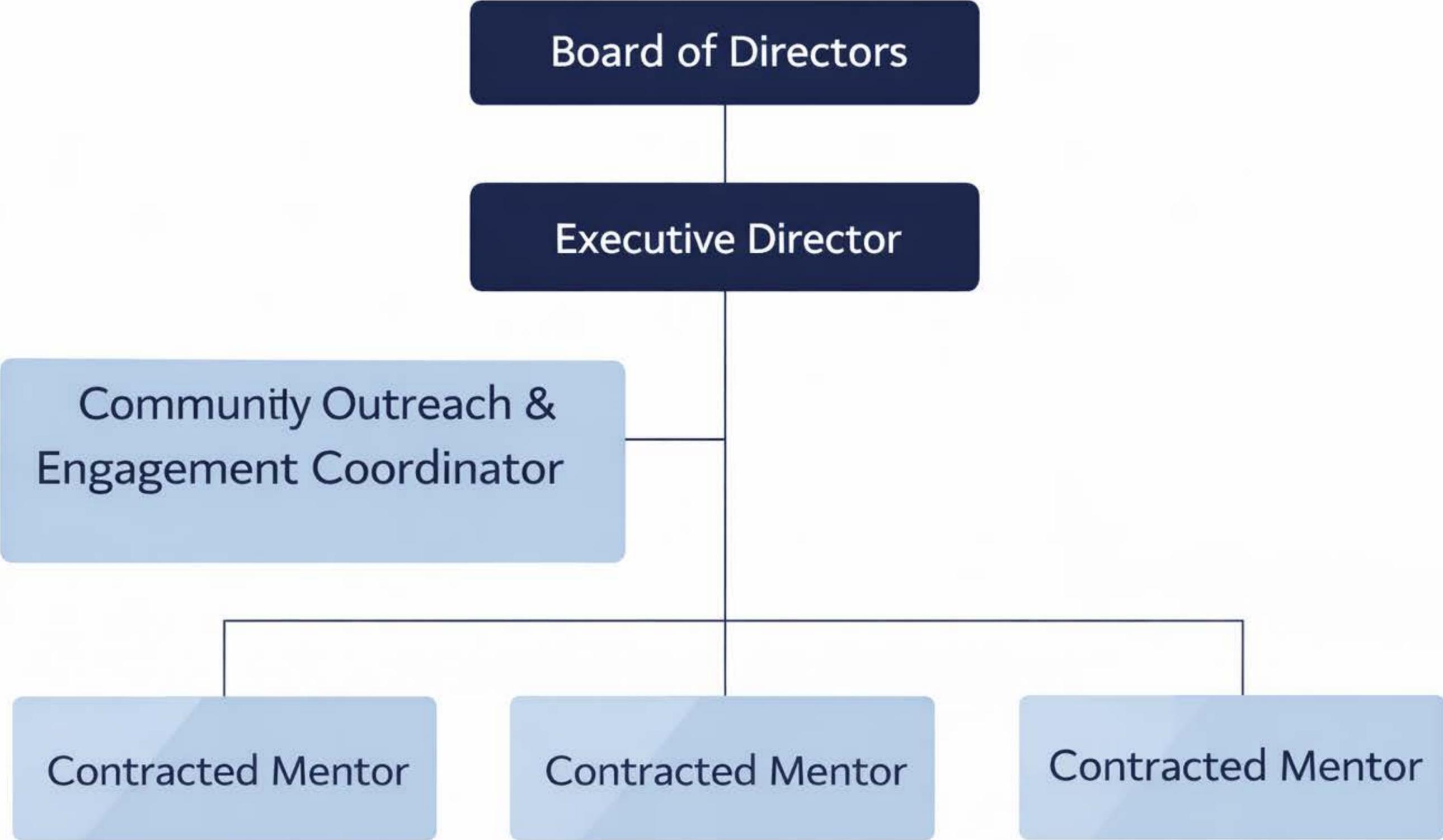
In the absence of continued State funding, MBK RT will prioritize high-impact, core mentoring and leadership activities that serve the greatest number of participants. Programs may be phased or adjusted based on funding availability while preserving mission-critical services.

Long-Term Community Investment

Founded and operated by Native Hawaiian leaders with deep ties to the Wai'anae community, MBK RT has demonstrated resilience and adaptability. Strong community trust, volunteer engagement, and local leadership provide a stable foundation for sustaining services beyond State funding cycles.

Through these strategies, MBK RT will continue to advance its mission of providing culturally grounded mentorship and guidance for boys and men, while maintaining fiscal responsibility and minimizing long-term dependence on State funds.

My Brother's Keeper RT (MBK RT)



BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2026 to June 30, 2027

Applicant: _____

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries	130,000			
2. Payroll Taxes & Assessments	10,400			
3. Fringe Benefits	9,600			
TOTAL PERSONNEL COST	150,000			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	5,000			
2. Insurance	8,000			
3. Lease/Rental of Equipment	7,000			
4. Lease/Rental of Space	10,000			
5. Staff Training	5,000			
6. Supplies	10,000			
7. Telecommunication	2,000			
8. Utilities	3,000			
9. Contracted Services	20,000			
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TOTAL OTHER CURRENT EXPENSES	70,000			
C. EQUIPMENT PURCHASES	30,000			
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	250,000			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	250,000	Tomi Moore (808) 779-2931		
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested		Tomi Moore <i>Tomi Moore</i> 01.23.2026		
(d) Total Private/Other Funds Requested		Signature of Authorized Official Date		
TOTAL BUDGET	250,000	Tomi Moore, Board Director		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2026 to June 30, 2027

Applicant: My Brother's Keeper RT (MBK RT)

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Laptops for program management, data tracking, and reporting	3.00	\$2,500.00	\$ 7,500.00	7500
Tablets for participant engagement, surveys, and job placement	5	\$1,200.00	\$ 6,000.00	6000
Portable audiovisual equipment (projector, screen, speakers)	1	\$3,000.00	\$ 3,000.00	3000
Office and program equipment (printer, supplies, peripherals)	1	\$3,500.00	\$ 3,500.00	3500
			\$ -	
TOTAL:	10		\$ 20,000.00	20,000

JUSTIFICATION/COMMENTS: The requested equipment is necessary to support the implementation, monitoring, and evaluation of the mentorship and leadership development program. Laptops, tablets, and audiovisual equipment will be used for participant tracking, attendance and outcome monitoring, surveys, State reporting, and delivery of group mentoring and leadership activities in community-based locations. All equipment is directly related to program delivery, reasonable in cost, and will remain the property of the organization for continued public benefit beyond the grant period.

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				

JUSTIFICATION/COMMENTS: Not Applicable

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: My Brother's Keeper RT (MBK RT)

Contracts Total: 250,000

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	Nonprofit Grant-In-Aid (Act 310,SLH 2025)	11/25/2025	OCS	State of Hawaii	250,000
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BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2026 to June 30, 2027

Applicant: My Brother's Keeper

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY:2024-2025	FY:2025-2026	FY:2026-2027	FY:2026-2027	FY:2027-2028	FY:2028-2029
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT			30000			
TOTAL:			30,000			
JUSTIFICATION/COMMENTS: State funds requested for equipment in the amount of \$30,000 will be used to purchase program-related equipment necessary to support the delivery of mentoring, leadership development, and community-based activities funded through this request. Equipment purchases may include technology, instructional materials, and program supplies required to conduct group sessions, workshops, data tracking, and community outreach activities.						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: My Brother's Keeper RT (MBK RT)

Contracts Total: 250,000

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	Nonprofit Grant-In-Aid (Act 310,SLH 2025)	11/25/2025	OCS	State of Hawaii	250,000
2					
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