

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

Tyrone Montayre, President & Executive Director

PRINT NAME AND TITLE

01/20/2026

DATE



**PROTECT &
PRESERVE
HAWAII**

PROTECT & PRESERVE HAWAII

623 Analu St. Unit A
Honolulu, HI. 96817
808.780.5812

Hawai'i Compliance Express (HCE) Certificate – Pending

Applicant: Protect & Preserve Hawai'i Inc.

Legal Name: PROTECT & PRESERVE HAWAII INC

Tax ID: [REDACTED]

Statement of Status

Protect & Preserve Hawai'i Inc. is currently in the process of obtaining its Hawai'i Compliance Express (HCE) Certificate from the State of Hawai'i Department of Accounting and General Services.

As of the date of this application submission, the organization has initiated the HCE process and is awaiting confirmation and issuance from the appropriate State departments, including the Department of Taxation. Processing timelines are outside the applicant's control.

The applicant affirms that it is in good faith compliance with all applicable State of Hawai'i tax, registration, and reporting requirements and will provide the official HCE Certificate immediately upon issuance.

Supporting Documentation Included

The following documents are provided in support of this pending status:

- IRS 501(c)(3) Determination Letter
 - Screenshot(s) demonstrating current compliance or active status with applicable State agencies
-

Authorized Representative:

A handwritten signature in black ink that reads "Tyrone Montayre".

Tyrone Montayre
President & Executive Director
Protect & Preserve Hawai'i Inc.

Date: 01/23/2026

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **APR 01 2019**

PROTECT & PRESERVE HAWAII INC
623 ANALU STREET APT A
HONOLULU, HI 96817-0000

Employer Identification Number:
83-3415430
DLN:
26053463004739
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Form 990-PF Required:
Yes
Effective Date of Exemption:
February 04, 2019
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a private foundation within the meaning of Section 509(a).

You're required to file Form 990-PF, Return of Private Foundation or Section 4947(a)(1) Trust Treated as Private Foundation, annually, whether or not you have income or activity during the year. If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PF" in the search bar to view Publication 4221-PF, Compliance Guide for 501(c)(3) Private Foundations, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 1076

PROTECT & PRESERVE HAWAII INC

Sincerely,

Stephen a. martin

Director, Exempt Organizations
Rulings and Agreements

**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.

PROTECT & PRESERVE HAWAII INC

(Typed Name of Individual or Organization)



(Signature)

01/20/2026

(Date)

Tyrone Montayre

(Typed Name)

Rev 8/30/23

President and Executive Director

(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.

2. Declaration Statement

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

3. Public Purpose

The requested grant funds will be used exclusively for a public purpose, including the protection and restoration of native forest ecosystems, watershed health, wildfire risk reduction, and community-based environmental stewardship, consistent with Section 42F-102, Hawaii Revised Statutes.

II. Background and Summary

PROTECT & PRESERVE HAWAII INC (“PPH”) is a Hawai‘i-based, IRS-recognized 501(c)(3) nonprofit organization established in 2019 to restore and steward degraded native forest ecosystems and watersheds through community-based conservation, invasive species management, and public stewardship programs. PPH operates primarily in East Honolulu, with active restoration projects in Pia/Niu Valley and surrounding mauka-to-makai landscapes that contribute directly to watershed protection, wildfire risk reduction, and long-term ecosystem resilience.

PPH implements conservation activities pursuant to a State-approved Forest Stewardship Plan (FSP) administered by the Department of Land and Natural Resources (DLNR). The FSP establishes the regulatory and technical framework for invasive species control, native forest restoration, fencing and ungulate exclusion, erosion control, monitoring, and long-term forest management. While the FSP defines required stewardship activities, existing State funding does not fully cover the operational costs necessary to implement all required components of the approved plan.

This Grant-in-Aid request seeks \$200,000 in operating support to fund un-funded but necessary conservation operations required to fully implement the approved Forest Stewardship Plan. Grant funds will not supplant existing State funding, but will support complementary implementation

and operational activities essential to protecting forest resources and delivering measurable public benefit.

The services supported by this request serve a public purpose by protecting critical watershed resources, reducing environmental and wildfire risk, improving long-term ecosystem resilience, and providing community-based stewardship opportunities that benefit the general public in accordance with Section 42F-102, Hawaii Revised Statutes. The target population served includes residents and communities who rely on healthy watersheds, downstream water resources, and intact forest ecosystems, with geographic coverage focused on East Honolulu upland forest and watershed areas.

III. Service Summary and Outcomes

Grant-in-Aid funds will support the delivery of essential conservation and stewardship services required under the State-approved Forest Stewardship Plan. These services focus on the active management and protection of native forest and watershed resources through coordinated field operations, monitoring, and community engagement.

Primary services supported by this request include invasive species management within designated forest management units, maintenance and repair of ungulate exclusion fencing, native forest restoration activities including site preparation and planting, erosion control and watershed protection measures, and routine monitoring and documentation required to ensure compliance with the Forest Stewardship Plan.

Grant funds will also support supervised community-based stewardship activities, including volunteer workdays and environmental education opportunities that assist with restoration efforts and foster public participation in mālama ‘āina practices. These activities expand the capacity of conservation operations while providing meaningful public service opportunities.

The effectiveness of services supported by this request will be measured through quantifiable outputs, including the number of acres actively managed and restored, the extent of invasive species removal, the maintenance and functionality of fencing infrastructure, the number of native plants established and maintained, and the level of community participation in stewardship activities. Progress will be documented through field records, monitoring reports, and activity logs maintained in accordance with program requirements.

Through these services, Grant-in-Aid funding will directly contribute to improved watershed function, reduced environmental and wildfire risk, protection of native forest resources, and long-term ecosystem resilience, providing measurable and ongoing public benefit.

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 |
|-----------|-----------|-----------|-----------|-------------|
| \$50,000 | \$50,000 | \$50,000 | \$50,000 | \$200,000 |

3. PROTECT & PRESERVE HAWAII INC anticipates seeking and receiving a combination of private foundation grants, individual donations, and other non-State funding to support ongoing conservation operations during fiscal year 2027. State grant-in-aid funds are requested to partially support these operations and do not supplant other funding sources.
4. Not applicable. PROTECT & PRESERVE HAWAII INC has not received any state or federal tax credits within the prior three years and does not anticipate applying for tax credits related to this request.
5. See Page 10 – Government Contracts, Grants, and Grants-in-Aid for a listing of applicable funding received within the prior three years.
6. As of December 31, 2025, PROTECT & PRESERVE HAWAII INC had approximately \$100,000 in unrestricted current assets.

V. Experience and Capability

1. Necessary Skills and Experience

PROTECT & PRESERVE HAWAII INC (“PPH”) has over six years of demonstrated experience implementing community-based conservation, native forest restoration, and watershed stewardship activities across O‘ahu. Since its founding in 2019, PPH has led hands-on restoration efforts focused on invasive species management, native outplanting, ungulate exclusion, erosion control, and long-term site stewardship in environmentally burdened areas.

PPH operates pursuant to a **State-approved Forest Stewardship Plan (FSP)** administered by the Department of Land and Natural Resources (DLNR) and has successfully implemented required management activities consistent with that plan. These activities include forest restoration, fencing and ungulate control, monitoring, and maintenance necessary to protect watershed function, reduce wildfire risk, and improve long-term ecosystem resilience.

The organization has a proven track record of managing public and private funding responsibly and delivering measurable outcomes. In 2024, PPH engaged over **1,200 volunteers**, restored approximately **two acres of native forest**, installed **25 acres of protective fencing**, and planted over **12,000 native plants** since inception. PPH regularly coordinates restoration activities, community workdays, and educational programming that serve a broad cross-section of the public, including youth and underserved communities.

PPH is governed by an active Board of Directors and staffed by experienced conservation professionals with expertise in field operations, volunteer coordination, and project management. The organization maintains financial controls, administrative capacity, and reporting systems necessary to comply with State grant requirements and ensure proper use of public funds.

Through its established partnerships, experienced staff, and strong community presence, PPH is well-positioned to carry out the proposed grant-in-aid activities efficiently and in full compliance with Chapter 42F, Hawai'i Revised Statutes.

2. Facilities

PROTECT & PRESERVE HAWAII INC utilizes a combination of field-based project sites, temporary storage areas, and administrative workspace to carry out conservation operations. Field activities are conducted primarily within Pia/Niu Valley and surrounding managed sites in East Honolulu pursuant to a State-approved Forest Stewardship Plan.

PPH maintains secure storage for tools, equipment, and supplies necessary for invasive species management, restoration, and volunteer activities. Administrative functions, coordination, reporting, and financial management are conducted off-site using established office and digital systems appropriate to the scale of operations.

The facilities currently available are adequate to support the activities proposed in this request. No new facility construction or capital improvements are required for implementation of the grant-funded activities.

VI. Personnel: Project Organization and Staffing

1. Proposed Staffing, Staff Qualifications, Supervision and Training

PROTECT & PRESERVE HAWAII INC will implement the proposed activities using a team of experienced conservation professionals supported by established administrative and supervisory systems. Staffing for this request includes an Operations Manager, Field Technicians, and an Outreach and Volunteer Coordinator, with time allocations proportionate to duties directly supporting grant-funded activities.

The **Operations Manager** is responsible for overall project coordination, field operations oversight, compliance with the State-approved Forest Stewardship Plan, budget tracking, reporting, and supervision of field staff. This position provides day-to-day management and

ensures that grant-funded activities are implemented efficiently, safely, and in accordance with State requirements.

Field Technicians carry out on-the-ground conservation activities including invasive species control, native plant restoration, fencing and ungulate exclusion support, erosion control, site monitoring, and maintenance. Field staff are trained in safe tool use, field protocols, and conservation best practices relevant to Hawai'i's native ecosystems.

The **Outreach and Volunteer Coordinator** supports community engagement, volunteer recruitment and coordination, event logistics, and public stewardship activities that directly support restoration and maintenance efforts. This role enhances public participation and ensures volunteer activities are well-organized, safe, and aligned with project objectives.

All staff operate under direct supervision of the Operations Manager and receive ongoing training related to field safety, equipment use, cultural and environmental protocols, and program objectives. Administrative oversight, financial management, and compliance functions are provided by organizational leadership to ensure accountability and adherence to grant requirements.

2. Organization Chart

PROTECT & PRESERVE HAWAII INC operates with a streamlined organizational structure designed to support efficient project implementation, supervision, and accountability.

Overall organizational governance is provided by the **Board of Directors**, which establishes policy and provides fiscal oversight.

Day-to-day operations and grant oversight are managed by the **President & Executive Director**, who is responsible for organizational leadership, strategic direction, financial management, and compliance with State requirements.

The **Operations Manager** reports to the President & Executive Director and is responsible for coordinating field operations, supervising staff, managing schedules, tracking deliverables, and ensuring compliance with the State-approved Forest Stewardship Plan and grant conditions.

Field Technicians report to the Operations Manager and are responsible for implementing on-the-ground conservation activities, including invasive species management, native forest restoration, erosion control, monitoring, and site maintenance.

The **Outreach and Volunteer Coordinator** reports to the Operations Manager and is responsible for volunteer coordination, community engagement, event logistics, and public stewardship activities that support project implementation.

This organizational structure provides clear lines of authority and supervision while maintaining flexibility to respond to field conditions and program needs.

3. Compensation

PROTECT & PRESERVE HAWAII INC provides compensation that is reasonable, competitive, and commensurate with qualifications, responsibilities, and available funding.

The annual salary ranges for the three highest paid positions within the organization are as follows:

- **President & Executive Director:** \$90,000 – \$110,000
- **Operations Manager:** \$70,000 – \$85,000
- **Field Technician / Restoration Specialist:** \$50,000 – \$65,000

Compensation levels are reviewed periodically by the Board of Directors to ensure fiscal responsibility, organizational sustainability, and alignment with nonprofit and conservation sector standards in Hawai‘i.

VII. Other

1. Litigation

Not applicable. PROTECT & PRESERVE HAWAI‘I INC is not a party to any pending litigation and has no outstanding judgments at this time.

2. Licensure or Accreditation

PROTECT & PRESERVE HAWAI‘I INC operates as an IRS-recognized 501(c)(3) nonprofit organization in good standing and conducts conservation activities pursuant to a State-approved Forest Stewardship Plan administered by the Hawai‘i Department of Land and Natural Resources (DLNR). Staff and contractors obtain and maintain any required permits, certifications, and safety training applicable to field operations.

3. Private Educational Institutions

Not applicable. Grant funds will not be used to support or benefit any sectarian or non-sectarian private educational institution.

4. Future Sustainability Plan

If grant funding is received for fiscal year 2027 but not received thereafter, PROTECT & PRESERVE HAWAI‘I INC will sustain the supported activities through a diversified funding strategy that includes private foundation grants, individual donations, corporate partnerships, volunteer engagement, and earned support associated with stewardship and community programs.

The organization's operational model is intentionally structured to reduce long-term reliance on any single funding source while maintaining essential conservation capacity through adaptive staffing, phased implementation, and ongoing fundraising efforts.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2026 to June 30, 2027

Applicant: PROTECT & PRESERVE HAWAII INC

| 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 | 170,000 | | | |
| 2. Payroll Taxes & Assessments | 0 | | | |
| 3. Fringe Benefits | 0 | | | |
| TOTAL PERSONNEL COST | 170,000 | | | |
| B. OTHER CURRENT EXPENSES | | | | |
| 1. Airfare, Inter-Island | | | | |
| 2. Insurance | | | | |
| 3. Lease/Rental of Equipment | | | | |
| 4. Lease/Rental of Space | | | | |
| 5. Staff Training | | | | |
| 6. Supplies | 30,000 | | | |
| 7. Telecommunication | | | | |
| 8. Utilities | | | | |
| 9. | | | | |
| 10. | | | | |
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| 20. | | | | |
| TOTAL OTHER CURRENT EXPENSES | 30,000 | | | |
| C. EQUIPMENT PURCHASES | | | | |
| D. MOTOR VEHICLE PURCHASES | | | | |
| E. CAPITAL | | | | |
| TOTAL (A+B+C+D+E) | 200,000 | | | |
| SOURCES OF FUNDING | | Budget Prepared By: | | |
| (a) Total State Funds Requested | 200,000 | Tyrone Montayre 808-780-5812 | | |
| (b) Total Federal Funds Requested | | Name (Please type or print) Phone | | |
| (c) Total County Funds Requested | | <i>Tyrone Montayre</i> 01/20/2026 | | |
| (d) Total Private/Other Funds Requested | | Signature of Authorized Official Date | | |
| TOTAL BUDGET | 200,000 | Tyrone Montayre President & Executive Director Name and Title (Please type or print) | | |

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2026 to June 30, 2027

Applicant: PROTECT & PRESERVE HAWAII INC

| DESCRIPTION EQUIPMENT | NO. OF ITEMS | COST PER ITEM | TOTAL COST | TOTAL BUDGETED |
|--|-----------------|------------------|---------------|-------------------|
| N/A | | | \$ - | |
| | | | \$ - | |
| | | | \$ - | |
| | | | \$ - | |
| | | | \$ - | |
| TOTAL: | | | | |
| JUSTIFICATION/COMMENTS: | | | | |
| N/A – No equipment purchases are requested under this application. | | | | |

| DESCRIPTION OF MOTOR VEHICLE | NO. OF VEHICLES | COST PER VEHICLE | TOTAL COST | TOTAL BUDGETED |
|--|--------------------|---------------------|---------------|-------------------|
| N/A | | | \$ - | |
| | | | \$ - | |
| | | | \$ - | |
| | | | \$ - | |
| | | | \$ - | |
| TOTAL: | | | | |
| JUSTIFICATION/COMMENTS: | | | | |
| N/A – No motor vehicle purchases or leases are requested under this application. | | | | |

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2026 to June 30, 2027

Applicant: PROTECT & PRESERVE HAWAII INC

| 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 | | | | | | |
| TOTAL: | | | | | | |
| JUSTIFICATION/COMMENTS: N/A – This application is for operating support only and does not include capital projects or multi-year funding requests. | | | | | | |

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: PROTECT & PRESERVE HAWAII INC

Contracts Total: -

| | CONTRACT DESCRIPTION | EFFECTIVE DATES | AGENCY | GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County) | CONTRACT VALUE |
|----|-----------------------------|------------------------|---------------|--|-----------------------|
| 1 | | | | | |
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