

## 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

Leila Kealoha, Executive Director  
PRINT NAME AND TITLE

1/22/2026

DATE

**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, 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...").

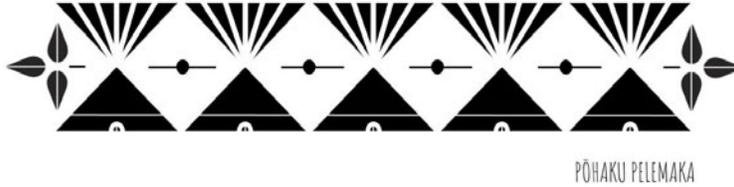
Pursuant to Section 42F-103, Hawaii Revised Statutes, for grants used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with 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.

\_\_\_\_\_  
Pohaku Pelemaka  
(Typed Name of Individual or Organization)

\_\_\_\_\_  
  
(Signature) 1/21/26  
(Date)

\_\_\_\_\_  
Leila Kealoha  
(Typed Name) Executive Director  
(Title)



### Statement of Public Purpose

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

Pohaku Pelemaka certifies that the grant funds awarded will be used for public purposes pursuant to Section 42F-102, Hawaii Revised statutes. Pohaku Pelemaka's mission is to protect, perpetuate, and enhance: the intrinsic qualities of Puna makai, Native Hawaiian wellbeing, and the transmission of intergenerational knowledge and practices in partnership with 'ohana (family), county, state, government, public and private sectors.

Pōhaku Pelemaka's educational, charitable and scientific purpose is to Aloha 'Āina (reconnect, study, steward, protect, enhance, maintain, and celebrate) the lower Puna areas, the communities, and natural resources through culturally grounded programs and partnerships.

We will accomplish this through stewardship of Ka'akepa, lands owned by the State of Hawaii Department of Land and Natural Resources (DLNR) Land Division and Division of Forestry and Wildlife (DOFAW) and the County of Hawaii Parks and Recreation Division and engaging cultural practitioners, 'ohana, community, researchers and partners to carry out our initiatives.

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

Pohaku Pelemakka

\_\_\_\_\_  
Typed Name of individual or organization

01/21/26

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Leila Kealoha

\_\_\_\_\_  
Typed Name

Executive Director

\_\_\_\_\_  
Title



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:** PŌHAKU PELEMAKA

**Issue Date:** 01/21/2026

**Status:** **Compliant**

Hawaii Tax#:

New Hawaii Tax#:

FEIN/SSN#:

UI#: No record

DCCA FILE#: 239138

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](#).

### **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;**

Pōhaku Pelemaka is a Hawai'i-based 501(c)(3) nonprofit organization dedicated to natural and cultural resource preservation in Puna makai. Our educational, charitable, and scientific purpose is grounded in aloha 'āina—to reconnect, study, steward, protect, enhance, maintain, and celebrate Puna makai through culturally grounded programs and partnerships. We envision a thriving and resilient Puna makai where community well-being, ecological health, historic resources, and wahi pana (storied and legendary places) are respected and preserved in perpetuity for future generations.

Pōhaku Pelemaka currently stewards 35 acres at Ka'akepa in Malama-Kī, Puna and works in collaboration with the State of Hawai'i and the County of Hawai'i Department of Parks and Recreation, toward long-term land use agreements. The organization currently holds a Right-of-Entry with the State and a Friends of the Park Agreement with the County, providing the foundation for formalized

stewardship, access, and management. This ‘āina is integral to the health and well-being of our ‘ohana and broader community, making the protection and preservation of its natural and cultural resources vital to public interest and long-term resilience.

We have recently completed an ‘Ohana Stewardship and Adaptive Management Plan and the Kahu ‘Āina Hawai‘i Stewardship Program manual, and are developing “Ho‘omakua i ke kai a Pele,” a marine monitoring program, alongside “Holo Mai Pele” workshops focused on marine conservation and advocacy training for ‘ohana. These initiatives are designed to serve as replicable, community-based stewardship models for other ‘ohana stewarding lands along the Puna coastline.

Our work is strengthened through partnerships with agencies, educational institutions, community organizations, and ‘ohana, and through the support of volunteers—over 200 new volunteers and 300 returning volunteers in 2025 alone—reflecting strong community commitment and public participation and who uphold our shared kuleana to mālama ‘āina. These collective efforts are essential to sustaining long-term stewardship, strengthening community well-being, and ensuring the protection of Puna makai’s natural and cultural resources for generations to come.

2. The goals and objectives related to the request;

### **Project Goal**

- Secure funding to support natural and cultural resource preservation and recovery efforts in Puna, Hawai‘i, with a focus on strengthening operational capacity, fiscal management, and project coordination to responsibly implement community-based stewardship programs

### **Operational & Financial Capacity**

- Provide salary, taxes, and fringe benefits for the Executive Director to provide leadership, coordination, and accountability
- Fund certified public accounting (CPA), fiscal oversight, project management, and grant administration to ensure compliance with State requirements and effective use of public funds

### **Land Access & Stewardship Agreements**

- Coordinate with State and County agencies to pursue long-term land use agreements (MOU/MOA) for Ka‘akepa
- Conduct environmental assessment and permitting through Geometrician Associates, LLC
- Obtain legal review of land-use agreements and secure Board approval

- Apply for MOU/MOA to formalize stewardship responsibilities
- Partner with Hawai'i Community College (HawCC) Geo-spatial Remote Sensing & Forest TEAM programs and University of Alaska Southeast Geography and Environmental Science classes to support boundary surveys
- Coordinate and host educational institutions conducting survey work at Ka'akepa
- Support Kahu 'Āina O Puna in the execution of the MOA at Isaac Kepo'okalani Hale Beach Park

### **Stewardship & Workforce Development**

- Implement the 'Ohana Stewardship and Adaptive Management Plan
- Implement the Kahu 'Āina Hawai'i Stewardship Program at Ka'akepa and Isaac Kepo'okalani Hale Beach Park
- Host mālama 'āina stewardship days at Ka'akepa
- Coordinate and oversee the KUPU Youth 'Āina Corps program

### **Cultural Preservation**

- Host hālau, cultural practitioners, and organizations preserving Hawaiian cultural practices and values
- Provide honorariums for cultural practitioners
- Support intergenerational knowledge transmission (kūpuna to keiki) through programming, Ho'owehe i ka Niu camp, and oral history interviews
- Expand access to arts and culture programming at Ka'akepa

### **Education, Research & Monitoring**

- Provide education and orientation for residents and visitors accessing Ka'akepa
- Collect human use data, environmental conditions, and visitor logs to inform adaptive management
- Develop a draft marine monitoring program, "Ho'omakua i ke kai a Pele," for Puna
- Host marine conservation and advocacy training workshops
- Host UH-PIPES internship program and HawCC academic programs

### **Community Benefit & Well-Being**

- Strengthen partnerships with State and County agencies, community organizations, schools, and researchers
- Provide 'ohana and community access to aloha and mālama 'āina practices at Ka'akepa
- Support healing, resilience, and well-being for communities impacted by the 2018 Kīlauea eruption
- Educate residents and visitors on culturally appropriate and responsible behaviors at Ka'akepa

3. The public purpose and need to be served;

This project serves a public purpose by advancing the State of Hawai'i's priorities for natural and cultural resource preservation, public land stewardship, education, and community resilience, particularly in Lower Puna following the impacts of the 2018 Kīlauea eruption. Ka'akepa and Isaac Kepo'okalani Hale Beach Park are culturally and environmentally significant public spaces that currently face unmanaged use, ecological stress, and disruption of traditional stewardship practices. There is a demonstrated public need for formal land-use agreements, coordinated stewardship, and culturally grounded management to ensure safe, respectful, and sustainable public access to these areas.

Grant funds will support the operational and administrative capacity necessary to carry out this public work, including executive leadership, fiscal management, project coordination, environmental review and permitting, and legal and technical services. These functions are essential to securing MOUs/MOAs with State and County agencies, completing boundary surveys, and implementing stewardship programs in compliance with State requirements. Without this foundational capacity, the long-term protection and public benefit of these lands cannot be realized.

The project delivers broad public benefit by protecting natural and cultural resources, supporting Native Hawaiian traditional and customary practices, expanding educational and workforce development opportunities, and strengthening community well-being. Through stewardship programming, cultural practice, youth engagement, research partnerships, and public education, the project promotes mālama 'āina, disaster recovery, and responsible use of public lands in alignment with the State of Hawai'i's commitment to sustainability, cultural perpetuation, and community-based management.

4. Describe the target population to be served; and

The primary target population for this project includes residents, 'ohana (families), and community members of Puna makai, particularly those who have been directly impacted by the 2018 Kīlauea eruption and subsequent disruptions to coastal access, cultural practice, and community well-being. This includes Native Hawaiian families, long-time residents, and emerging community stewards who rely on access to Ka'akepa and Isaac Kepo'okalani Hale Beach Park for cultural practice, subsistence activities, education, healing, and connection to 'āina. The project is designed to provide inclusive access to mālama 'āina opportunities that support physical, cultural, and emotional well-being.

A secondary target population includes youth and young adults participating in workforce development, education, and internship programs, including the KUPU Youth 'Āina Corps, UH-PIPES interns, Hawai'i Community College students, and university partners engaged in geospatial surveying, environmental science, forestry,

and marine monitoring. These participants gain hands-on training, mentorship, and applied learning experiences that build local capacity in natural resource management, cultural stewardship, and conservation careers aligned with Hawai'i's workforce and education priorities.

Additional populations served include cultural practitioners, hālau, educators, researchers, volunteers, and visitors accessing Ka'akepa. Cultural practitioners and kūpuna are supported to transmit intergenerational knowledge and practices through culturally grounded programming, camps, and oral history projects. Volunteers and visitors benefit from public education, orientation, and stewardship activities that promote responsible access and respect for natural and cultural resources. Collectively, these populations benefit from improved stewardship, formalized land access, preserved cultural landscapes, and enhanced public understanding of Puna makai as a place of ecological, cultural, and community significance.

5. Describe the geographic coverage.

The geographic coverage for this project is Lower Puna (Puna makai) on the island of Hawai'i, with primary activities concentrated at Ka'akepa in Malama-Kī and Isaac Kepo'okalani Hale Beach Park. These areas are culturally and environmentally significant coastal lands that serve as important access points for community stewardship, cultural practice, education, and public recreation.

Ka'akepa encompasses approximately 35 acres of land stewarded by Pōhaku Pelemaka under a State Right-of-Entry and in coordination with the State of Hawai'i Department of Land and Natural Resources (DLNR) and the County of Hawai'i Department of Parks and Recreation. Project activities at Ka'akepa include land access coordination, environmental review and permitting, stewardship implementation, cultural programming, volunteer and youth engagement, education, research, and development of adaptive management and marine monitoring frameworks.

Additional project activities extend along the Puna coastline, supporting stewardship and capacity-building efforts at Isaac Kepo'okalani Hale Beach Park and engaging community members, educational institutions, and agency partners throughout Lower Puna. While the primary service area is Puna makai, the project's stewardship frameworks, training manuals, and monitoring models are designed to be replicable and scalable, providing benefit to other coastal communities across Hawai'i through shared learning, partnerships, and best practices.

### **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;

## **Scope of Work**

The Executive Director provides overall leadership, management, and accountability for Pōhaku Pelemaka’s natural and cultural resource stewardship programs in Puna makai. This role is responsible for organizational operations, fiscal and grant compliance, project implementation, and coordination with State and County agencies, partners, and the community to ensure delivery of measurable public benefits aligned with State priorities.

## **Key Tasks & Responsibilities**

### **Organizational Leadership & Governance**

- Implement Board-approved policies, strategic priorities, and stewardship plans
- Prepare reports and recommendations for the Board of Directors
- Ensure compliance with State and federal nonprofit requirements

*Deliverables:* Documented meetings with the Board, Bi-annual Board reports; documented Board approvals

### **Fiscal Management & Grant Compliance**

- Oversee grant budgets, expenditures, and reporting
- Coordinate with CPA for accounting, audits, and compliance
- Ensure timely submission of all GIA and grant reports

*Deliverables:* Monthly financial statements; quarterly grant reports; 100% grant compliance

### **Project Management & Implementation**

- Manage implementation of stewardship, cultural, educational, and research activities
- Oversee project schedules, contractors, interns, and volunteers
- Track milestones and outcomes

*Deliverables:* Project timeline maintained; contractor deliverables completed; milestones met

### **Land Access, Permitting & Government Relations**

- Serve as primary liaison with DLNR and County Parks & Recreation
- Coordinate Right-of-Entry, Friends of the Park, and MOU/MOA processes
- Oversee permitting, environmental review, legal review, and boundary surveys

*Deliverables:* Agency coordination meetings; MOU/MOA applications prepared; documentation completed

## **Stewardship & Workforce Development**

- Beginning implementation phase of the 'Ohana Stewardship and Adaptive Management Plan
- Oversee the Kahu 'Āina Hawai'i Stewardship Program and KUPU Youth 'Āina Corps
- Coordinate mālama 'āina workdays and volunteer engagement

*Deliverables:* Minimum 6 stewardship days; volunteer and youth participation tracked

## **Cultural, Education & Community Engagement**

- Coordinate cultural practitioners, hālau, and intergenerational programs
- Oversee public education, visitor orientation, and research partnerships
- Support development of marine monitoring and advocacy initiatives

*Deliverables:* Cultural and educational programs delivered; data collected; draft marine monitoring framework completed

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

## **1. Operational & Financial Management (Months 1–12)**

### **Activities**

- Maintain Executive Director leadership, coordination, and oversight
- Collaborate with CPA services for fiscal management, reporting, and compliance
- Manage grants, contracts, and project implementation

### **Measurable Outcomes**

- Executive Director retained for 12 months
- Quarterly grant and expenditure reports submitted on time
- 100% compliance with State fiscal and reporting requirements

## **2. Land Access & Long-Term Stewardship Agreements (Months 1–12)**

### **Activities**

- Coordinate and conduct meetings with DLNR (Land Division, DOFAW) and County Parks & Recreation
- Execute contract with Geometrician Associates, LLC for environmental assessment and permitting
- Engage legal counsel to review land-use agreements and obtain Board approval
- Prepare and submit MOU/MOA applications for Ka'akepa

- Support Kahu 'Āina O Puna in execution of MOA at Isaac Kepo'okalani Hale Beach Park

### **Measurable Outcomes**

- Minimum of 3 coordination meetings with State and County agencies
- Environmental assessment and permitting documentation prepared
- Legal review completed and Board approval recorded in meeting minutes
- At least one MOU/MOA application submitted for Ka'akepa
- MOA execution milestones achieved at Isaac Kepo'okalani Hale Beach Park

### **3. Boundary Surveys & Academic Partnerships (Months 3–9)**

#### **Activities**

- Partner with Hawai'i Community College (HawCC) Geo-spatial Remote Sensing & Forest TEAM programs
- Partner with University of Alaska Southeast Geography & Environmental Science class
- Coordinate and host field-based boundary surveys at Ka'akepa

#### **Measurable Outcomes**

- At least 2 academic institutions are engaged
- Minimum of 2 site visits or field survey sessions conducted
- Boundary survey data collected and archived
- Student participation documented (minimum 10–20 students)

### **4. Stewardship Program Implementation (Months 3–12)**

#### **Activities**

- Implement the Kahu 'Āina Hawai'i Stewardship Program at Ka'akepa and Isaac Kepo'okalani Hale Beach Park
- Host mālama 'āina stewardship workdays
- Coordinate and oversee the KUPU Youth 'Āina Corps program

#### **Measurable Outcomes**

- Stewardship program formally activated and used to guide activities
- Minimum of 6 mālama 'āina workdays hosted
- Participation of at least 150 volunteers
- KUPU Youth 'Āina Corps program member(s) hosted

## **5. Cultural Preservation & Intergenerational Knowledge (Months 4–12)**

### **Activities**

- Host hālau, cultural practitioners, and cultural organizations
- Provide honorariums for cultural practitioners
- Conduct Ho‘owehe i ka Niu camp and oral history interviews
- Offer arts and cultural programming at Ka‘akepa and other events

### **Measurable Outcomes**

- Minimum of 4 cultural practice days or events hosted
- At least 10 practitioners supported through honorariums
- Oral histories recorded (minimum 4 kūpuna interviews)
- Participation of keiki and ‘ohana documented (minimum 75 participants)

## **6. Education, Research & Marine Monitoring (Months 5–12)**

### **Activities**

- Provide on-site education and orientation for residents and visitors
- Record resident/visitor use data, environmental conditions, and logs
- Develop draft marine monitoring program “Ho‘omakua i ke kai a Pele”
- Host marine advocacy training workshops
- Host UH-PIPES internships and HawCC academic programs

### **Measurable Outcomes**

- Visitor use and environmental data collected monthly
- Draft marine monitoring framework completed
- At least 3 marine advocacy training workshops conducted
- Minimum of 2 interns or students hosted through UH-PIPES and HawCC

## **7. Community Engagement & Public Benefit (Months 1–12)**

### **Activities**

- Strengthen partnerships with State and County agencies, schools, community groups, and researchers
- Provide consistent ‘ohana and community access to Ka‘akepa
- Educate residents and visitors on appropriate behaviors and cultural protocols

### **Measurable Outcomes**

- At least 5 active partner organizations are engaged

- Community access opportunities offered bi-monthly
  - Educational signage, orientations, or materials developed and distributed
3. Describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results; and

### **Quality Assurance and Evaluation Plan**

Pōhaku Pelemaka will ensure that all grant-funded activities are delivered effectively, responsibly, and in alignment with approved work plans, budgets, and public-benefit objectives. Oversight will be led by the Executive Director, in coordination with the Board of Directors, fiscal agent (CPA), and project partners. This framework emphasizes accountability, transparency, adaptive management, and continuous improvement.

#### **Monitoring and Data Collection**

Progress will be monitored through a combination of financial, programmatic, and performance-based tracking. Financial monitoring will include bi-monthly budget-to-actual reviews, reconciliation of expenditures, and internal controls to ensure funds are used only for allowable purposes. Programmatic monitoring will track implementation milestones outlined in the work plan, including stewardship activities, land-access coordination, cultural programming, educational sessions, and community engagement.

Key data collected will include:

- Participation numbers (volunteers, youth, cultural practitioners, students)
- Frequency and type of stewardship and educational activities
- Progress toward land-use agreements and permitting milestones
- Visitor use logs, environmental observations, and site condition documentation
- Contractor and partner deliverables

All data will be recorded in project logs, attendance records, financial reports, and activity summaries (Use of a milestone matrix)

#### **Evaluation of Outcomes**

Evaluation will focus on measurable outcomes identified in the work plan, including completion of milestones, participation targets, compliance requirements, and stewardship impacts. Bi-annual internal reviews will assess progress against objectives, identify challenges, and confirm alignment with the grant scope of work.

Success will be evaluated by:

- Timely completion of project milestones and deliverables
- Compliance with fiscal and reporting requirements
- Demonstrated community participation and engagement

- Implementation of the stewardship plan and programs
- Improved coordination with State and County agencies

### **Continuous Improvement and Adaptive Management**

Findings from monitoring and evaluation activities will inform ongoing adaptive management and quality improvement. Feedback from volunteers, cultural practitioners, community members, partners, and agencies will be incorporated to refine programming, scheduling, and implementation methods. Where gaps or challenges are identified, corrective actions will be applied, including adjustments to timelines, staffing allocations, or program design.

This quality assurance and evaluation approach ensures that grant funds are used effectively, results are documented and reported transparently, and programs continuously improve to better serve the people, lands, and cultural resources of Puna makai in alignment with the State of Hawai'i's public priorities.

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.

### **Measures of Effectiveness**

#### **1. Fiscal Accountability & Compliance**

- Grant funds expended in accordance with the approved budget (target: 100%)
- Required financial and programmatic reports submitted on time (target: 100%)

#### **2. Land Access & Formal Stewardship Progress**

- Number of coordination meetings conducted with State and County agencies
- Completion of environmental review, permitting, and legal review milestones
- Number of MOU/MOA applications submitted and/or executed

#### **3. Stewardship Program Implementation**

- Documentation of the parts of the stewardship plan implemented ('Ohana Stewardship and Adaptive Management Plan
- Kahu 'Āina Hawai'i Stewardship Program monthly log
- Number of mālama 'āina stewardship days conducted

- Acres stewarded and maintained
4. **Community, Volunteer & Youth Engagement**
    - Number of volunteers and youth participants engaged
    - Total volunteer and youth service hours contributed
    - Number of workforce development or training activities completed
  5. **Cultural Preservation & Education**
    - Number of cultural practitioners and hālau supported
    - Number of cultural, educational, or intergenerational programs delivered
    - Number of residents and visitors receiving education or orientation
  6. **Research, Monitoring & Adaptive Management**
    - Report from the visitor use and environmental condition data collection
    - Development of the draft marine monitoring framework (“Ho’omakua i ke kai a Pele”)
    - Use of collected data to inform stewardship decisions and reporting

**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
\$25,000	\$25,000	\$25,000	\$25,000	\$100,000

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2027.
  - COH Waiwai grant- \$50,000
  - Kamau grant- \$15,000
  - Cooke Foundation- \$20,000
  - Cliff Family Foundation- \$50,000

4. The applicant shall provide a listing of all state and federal tax credits it has been granted within the prior three years. Additionally, the applicant shall provide a listing of all state and federal tax credits they have applied for or anticipate applying for pertaining to any capital project, if applicable.

Not applicable

5. The applicant shall provide a listing of all federal, state, and county government contracts, grants, and grants in aid it has been granted within the prior three years and will be receiving for fiscal year 2027 for program funding.

2026	Waiwai Grant	\$50,000
2026	Kamau Grant	\$15,000
2026	KS Kaiaulu	\$4,000
2025-2026	Holomua Marine Initiative Capacity building	\$70,000
2024-2026	Equitable Access to Arts & Culture	\$55,000
2025	DOFAW	\$30,000
2025	Conservation International	\$70,000
2025	County of Hawaii Council contingency fund	\$4,345
2025	Kamau Grant	\$15,000
2025	Oweesta	\$10,000
2025	Puna Strong sustained gatherings	\$10,000
2024	Puna strong	\$50,000
2024	Hawaii Peoples Fund	\$15,205
2024	KS Kaiaulu	\$5,500
2023	Puna strong	\$40,000
2023-2024	State GIA	\$100,000
2023	Kilauea Recovery Grant	\$100,000

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

Unrestricted assets: \$121,000

## **V. Experience and Capability**

### **1. Necessary Skills and Experience**

The applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the request. State your experience and appropriateness for providing the service proposed in this application. The applicant shall also provide a listing of verifiable experience of related projects or contracts for the most recent three years that are pertinent to the request.

#### **Pohaku Pelemaka necessary skills and experience**

Pōhaku Pelemaka possesses the necessary skills, experience, and cultural competency to successfully implement the proposed natural and cultural resource preservation work in Puna makai. Project implementation is led by an Executive Director, who serves in many capacities in the community, such as the Puna Community Development Plan action committee, Kilauea Recovery Projects, Forest TEAM advisory board, Maku'u Farmers Hawaiian Homestead association board of director, Co-founder of Kahu 'Aina O Puna, 'ohana nonprofits along the Puna coastline and works with many collaborators and partners. Our work is supported by a Program Coordinator and Project Technician, who are active cultural practitioners with deep place-based knowledge and long-standing relationships within the Puna community. This integrated team structure ensures that project planning, stewardship activities, cultural programming, and community engagement are carried out in a culturally appropriate, technically sound, and community-responsive manner.

Over the past five years, Pōhaku Pelemaka has demonstrated its capacity to manage complex stewardship initiatives involving public land access, volunteer coordination, cultural practice, education, and partnerships with State and County agencies and academic institutions. The organization has successfully developed an implementable 'Ohana Stewardship and Adaptive Management Plan, completed the Kahu 'Āina Hawai'i Stewardship Program training manual, and coordinated stewardship, education, and cultural activities serving hundreds of participants annually. These efforts have required skills in project management, fiscal oversight, data collection, volunteer management, and interagency coordination.

Pōhaku Pelemaka's verifiable experience includes ongoing stewardship of approximately 35 acres at Ka'akepa, management of Right-of-Entry and Friends of the Park agreements, coordination with DLNR and County Parks & Recreation, hosting university and community college field programs, and delivery of mālama 'āina

workdays, youth workforce programs, and cultural education. This demonstrated track record, combined with strong administrative systems and culturally grounded leadership, establishes Pōhaku Pelemaka as a capable and appropriate organization to carry out the proposed work and responsibly administer public funds.

## **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.

There are no physical facilities at Ka‘akepa. Supplies/facilities needed to carry out the project include: portable toilet set-ups, potable water, canopy tents, tables, chairs, camping gear, and other supplies. Office space is provided through the executive directors home.

## **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.

#### **Proposed Staffing pattern and responsibilities**

##### **1. Executive Director**

- **Role:** Oversees all aspects of project implementation including managing timelines, coordinating contractors and employees, oversight and coordination of program development and ensuring compliance with local, state, and federal regulations.
- **Qualifications:**
  - Experienced in project management, with over 20 years of expertise in education, stewardship activities, program development and oversight, regulatory compliance, and over 5-years of grant administration.
- **Key Responsibilities:**
  - Oversees all aspects of the project
  - Oversee and coordinate with all contractors, employees, partners and collaborators
  - Coordinate and attend all meetings with State and County agencies
  - Oversees all fiscal management and grant management
  - Coordinate meetings with the board of directors and documentation of board minutes

## 2. Board of Directors

- **Role:** Provides strategic oversight and governance for the project.
- **Qualifications:** Comprised of professionals with experience in stewardship programs, cultural educators and practitioners, design and planning, project and program development and implementation and fiscal and nonprofit management
- **Key Responsibilities:**
  - Monitor progress and provide guidance to the executive director
  - Ensure alignment with the nonprofit mission and vision
  - Approval of land-use agreements
  - Attend meetings as necessary

## 3. Program coordinator & project technician

- **Role:** Work directly with the executive director to coordinate programs, groups and stewardship activities. Coordinate and develop the “Ho’omakua i ke kai a Pele” marine-monitoring program and the “Holo mai Pele” advocacy workshops. Collaborate with partner agencies conducting research and Ka’akepa. Record visitor logs and begin data collection on human use activities and environmental conditions. Attend meetings as necessary.
- **Qualifications:**
  - The program coordinator and project technician have strong backgrounds in Hawaiian culture and practices, marine-biology, program implementation, volunteer management and data collection of biological resources.
  - They have been assisting in hosting groups for the last 5-years and are well-equipped to execute program delivery.
  - They are also a part of the Holomua Marine Initiative capacity building cohort and are well-versed in coastal resource management activities.
  - The Program coordinator and project technician assist the ED in grant applications and reporting.
- **Key responsibilities:**
  - Oversee and help coordinate cultural workshops, groups, interns and annual camp
  - Ho’omakua i ke kai a Pele Program development
    - Coordinate and meet with all partner organizations assisting in the development of the marine-monitoring program
    - Collect data needed for the Ho’omakua
    - Attend all Holomua Marine Initiative cohort meetings
    - Develop a draft marine-monitoring program for Puna makai
  - Coordinate Marine advocacy workshops
  - Coordinate and work with partners on conducting oral history interviews
  - Assist ED in stewardship activities

**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.



**3. Compensation**

The applicant shall provide an annual salary range paid by the applicant to the three highest paid officers, directors, or employees of the organization by position title, not employee name.

Executive Director (FT)	\$60,000-\$80,000
Program Coordinator (FT)	\$50,000-\$60,000
Project Technician (PT)	\$15,000-\$21,000

**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.

Not applicable

**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.

Not applicable

**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.

Not applicable

#### 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.

##### **Future sustainability plan**

As long as Pohaku Pelemaka is able to secure funds for the Executive director for the upcoming fiscal year, they will develop a marketing plan to work towards financial stability.

##### **Fund development plan**

- **Events:** host one time or ongoing events to raise funds for operations. We have hosted a Hala Festival the last 2-years
- **Workshops:** host workshops that community members pay for services to raise funds for operations and programs
- **Private donations:** A fundraising campaign will be developed to engage private donors and community members to support ongoing operations and projects
- **Grant applications:** future grant applications will focus on operations, fundraising initiatives and program implementation. We have a proven track record of successfully securing and managing grant funds

**Adopt-a tree program:** develop a program that community members are able to adopt a tree in the stewardship area: members can donate funds to adopt a specific tree, track its health, vitality and commemorate or honor an individual with their donation

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2026 to June 30, 2027

Applicant: \_\_\_\_\_

<b>BUDGET CATEGORIES</b>	<b>Total State Funds Requested (a)</b>	<b>Total Federal Funds Requested (b)</b>	<b>Total County Funds Requested (c)</b>	<b>Total Private/Other Funds Requested (d)</b>
<b>A. PERSONNEL COST</b>				
1. Salaries	68,400		45,000	25,000
2. Payroll Taxes & Assessments	6,850		5,000	2,500
3. Fringe Benefits	13,700		10,000	5,000
<b>TOTAL PERSONNEL COST</b>	<b>88,950</b>		<b>60,000</b>	<b>32,500</b>
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				7,000
2. Insurance				2,000
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				3,000
6. Supplies				12,000
7. Telecommunication				
8. Utilities				
9. Honorariums				10,000
10. Contractual work	3,000			6,000
11. Administrative costs	8,050			2,500
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>11,050</b>			<b>42,500</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>100,000</b>		<b>60,000</b>	<b>75,000</b>
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	100,000	Leila Kealoha (808) 937-7991		
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested	60,000			
(d) Total Private/Other Funds Requested	75,000	Signature of Authorized Official Date		
<b>TOTAL BUDGET</b>	<b>235,000</b>	Leila Kealoha, Executive Director		
		Name and Title (Please type or print)		

## BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2026 to June 30, 2027

Applicant: \_\_\_\_\_ Pohaku Pelemaka \_\_\_\_\_

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Executive Director 1.0 FTE	100	\$88,950.00	100.00%	\$ 88,950.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				88,950.00

**JUSTIFICATION/COMMENTS:**

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

App

Pohaku Pelemaka

Contracts Total:

50,000

	<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	Waiwai Grant	Pending	Department of Finance	Hawaii county	50,000
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27		10			Application for Grants