

Applicant _____

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



Robin Kumabe, Executive Director

January 23, 2026

AUTHORIZED SIGNATURE

PRINT NAME AND TITLE

DATE



STATE OF HAWAII
STATE PROCUREMENT OFFICE

CERTIFICATE OF VENDOR COMPLIANCE

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

Vendor Name: TOUCH A HEART, INC.

DBA/Trade Name: Touch A Heart

Issue Date: 01/21/2026

Status: **Compliant**

Hawaii Tax#: [REDACTED]

New Hawaii Tax#:

FEIN/SSN#: [REDACTED]

UI#: XXXXXX4401

DCCA FILE#: 218083

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)

See attached.

2. Declaration Statement

See attached.

3. Public Purpose

Pursuant to the Hawaii Revised Statutes Section 42F-102, Touch A Heart will use the requested GIA funds for the public purpose of workforce development by providing vocational training and lived-experience-informed support services that help adults and youth facing barriers to employment—including justice involvement, recovery from substance use, and other significant hardships—secure and retain meaningful work and achieve long-term stability.

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:

Touch A Heart (TAH) is a Honolulu-based nonprofit that advances workforce development through vocational training and lived-experience-informed support services for adults and youth facing barriers to employment—including justice involvement, recovery from substance use, and other hardships that impact stability and opportunity. Our work is rooted in a simple belief: transformation happens when people are united by growth, not defined by their past. TAH's workforce model builds job readiness, confidence, accountability, and long-term stability so participants can secure meaningful employment and contribute to their families and communities.

Since 2004, Touch A Heart has served individuals and families experiencing hardship through outreach, mentorship, meals, and supportive services. In 2012, TAH strengthened its focus on employment pathways for individuals facing significant barriers to work, particularly those impacted by incarceration and justice system involvement. To date, Touch A Heart has graduated over 145 participants, with more

than 90% remaining successfully employed. TAH also prioritizes continuity of care and connection by keeping justice-impacted participants engaged throughout their transition process—including consistent communication, relationship-building, and demonstrating values in action—so individuals remain supported before, during, and after re-entry.

TAH's workforce training model is anchored in our signature Growth Mindset Core Curriculum, which equips individuals to build resilience, strengthen workplace behaviors, and develop leadership skills that support long-term retention and advancement. Leadership development is built organically into the program, creating pathways for participants to grow into mentors, trainers, and lived-experience leaders over time. Participants gain real-world experience through TAH's employment social enterprises—'Ohana Meals, Baker's Heart, and Touch A Heart Catering—while the organization works toward its 2026 goal of building a best-in-class, scalable workforce development program that develops lived-experience leaders and strengthens sustainability through earned revenue and partner-based training services.

2. The goals and objectives related to the request:

The goal of this request is *to expand Touch A Heart's workforce development programming for adults and youth facing barriers to employment*—most especially justice-involved and justice-impacted individuals—by increasing access to vocational training, strengthening wraparound support services, and expanding paid, real-world training-to-employment pathways.

The objectives of this request are *to serve more participants* through structured workforce training and coaching; improve job readiness, retention, and advancement outcomes; strengthen participant stability through supportive services that reduce barriers to completion; expand hands-on paid training opportunities through Touch A Heart's social enterprises; build lived-experience leadership development by developing graduates and staff into mentors, trainers, and emerging workforce leaders; reinforce a consistent culture of excellence and quality aligned with employer expectations; and deepen employer and community partnerships to support placements, retention, and long-term career advancement.

Building on this momentum and continued community demand, this investment will increase workforce participation, improve job retention and advancement outcomes, and strengthen long-term stability for individuals and families across Hawai'i.

3. The public purpose and need to be served:

Touch A Heart's workforce development programming has consistently generated strong interest from across the community, with employers, nonprofits, and partner organizations regularly requesting support to better serve individuals facing barriers to employment. This request serves a clear public purpose by strengthening Hawai'i's workforce and supporting community safety and stability through pathways to employment for those facing the greatest barriers—most especially justice-involved and justice-impacted adults and youth. Many individuals impacted by incarceration face

limited job opportunities, unstable housing, unresolved legal and financial challenges, and gaps in education or work history; without targeted workforce supports, these barriers can lead to unemployment, economic instability, and increased risk of recidivism.

We address this critical need through a structured workforce development pathway that combines vocational training, wraparound support, and workforce readiness skill-building—helping participants secure employment, retain jobs, and advance into stable wage-earning roles. A key differentiator of Touch A Heart’s model is its continuum of care approach, providing consistent relationship-based support from initial engagement through training, employment placement, and long-term stabilization. In addition, TAH aims to provide expanded employer-partner training that equips businesses and organizations to recruit, hire, onboard, retain, and develop talent from justice-involved populations and others facing hardships that may impact workplace stability. This training strengthens employer readiness through practical, trauma-informed strategies that improve communication, supervision, and workplace culture—supporting stronger retention and long-term success for both employees and employers across Hawai‘i.

4. Describe the target population to be served; and

Touch A Heart serves adults and youth facing barriers to employment, with a priority focus on justice-involved and justice-impacted individuals. This includes adults returning from incarceration, individuals with prior convictions, and youth and young adults who are involved in—or at risk of involvement in—the juvenile justice system. Touch A Heart also supports individuals who are not justice-involved but are navigating other significant hardships that affect employment stability, including recovery from substance use, housing insecurity, financial instability, trauma, and limited access to consistent mentorship, supportive work environments, and career pathways.

TAH’s workforce development programming is designed for individuals who may not yet feel ready or motivated to work due to trauma, instability, or a lack of supportive environments. Through a culturally grounded, trauma-informed approach, Touch A Heart meets participants where they are and provides structured training, coaching, and wraparound support that helps individuals build confidence, stability, and readiness over time. Participants move through a holistic workforce pathway that strengthens job readiness and vocational skills while also developing the workplace behaviors and personal stability skills required to thrive in real work settings—such as accountability, communication, teamwork, and decision-making.

Touch A Heart also serves employers and community partners as an extension of the program’s workforce impact by providing training that helps organizations successfully recruit, hire, onboard, retain, and develop talent from these populations. This support equips partners with practical strategies to strengthen supervision, workplace culture, and employee success—improving retention and long-term outcomes for both workers and employers across Hawai‘i.

5. **Describe the geographic coverage.**

Touch A Heart is based in Honolulu on O‘ahu and provides services primarily to residents across O‘ahu, with a focus on communities with high need and limited access to workforce support. Touch A Heart’s workforce development model also includes partnerships that allow programming to reach justice-involved youth in secure settings, such as the Hawai‘i Youth Correctional Facility.

As additional funding, staffing capacity, and operational support become available, Touch A Heart will be positioned to expand workforce training access beyond O‘ahu through additional sites and partnerships across Hawai‘i—and potentially beyond—while maintaining program quality, cultural integrity, and mission alignment.

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

Touch A Heart will expand its workforce development programming for adults and youth facing barriers to employment—most especially justice-involved and justice-impacted individuals—through a structured pathway that combines vocational training, wraparound support services, and paid, real-world training-to-employment opportunities through Touch A Heart’s social enterprises. This request will *increase workforce participation, improve job readiness, strengthen job retention and advancement outcomes, and support long-term stability for individuals and families across Hawai‘i.*

Touch A Heart will also provide employer-partner training to strengthen the broader workforce ecosystem by equipping employers and community organizations with practical strategies to recruit, hire, onboard, retain, and develop talent from justice-involved populations and others facing hardships that may impact workplace stability. Together, these efforts support stronger employment outcomes and safer, more stable communities.

Tasks & Responsibilities

A. Participant Recruitment, Intake, and Enrollment

- Identify and enroll eligible adults and youth facing barriers to employment (with priority focus on justice-involved/impacted individuals)
- Conduct intake assessments and readiness planning
- Develop individualized training and support plans

B. Workforce Training and Job Readiness Services

- Deliver structured vocational training and workforce readiness instruction
- Provide coaching focused on workplace expectations, communication, accountability, teamwork, and decision-making
- Support participants with goal-setting, attendance, and employment planning

C. Wraparound Support and Stability Services

- Provide culturally grounded, trauma-informed support services to reduce barriers to participation and completion
- Connect participants to resources that strengthen stability (transportation, basic needs support, documentation support, referrals as needed)
- Maintain consistent communication and relationship-based support throughout the participant journey

D. Paid Work-Based Learning and Training-to-Employment Pathways

- Expand paid, hands-on training opportunities through Touch A Heart's social enterprises:
 - 'Ohana Meals
 - Baker's Heart
 - Touch A Heart Catering
- Provide real-world work experience, supervision, and performance coaching aligned with employer expectations
- Support participants in transitioning from training to employment and advancement

E. Lived-Experience Leadership Development

- Develop program graduates and staff into mentors, trainers, and emerging workforce leaders
- Strengthen internal workforce capacity to support program expansion and quality delivery

F. Employer and Community Partner Engagement

- Build and strengthen relationships with employers, nonprofits, and community partners
- Provide employer-partner training to support inclusive hiring and retention practices
- Create pathways for participant placements, retention supports, and career advancement opportunities

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

Over the grant period, Touch A Heart *aims to serve 50-100 adults and youth through workforce development programming, and provide training and support to 25-50 employer and community partners* focused on inclusive hiring, trauma-informed onboarding, retention, and talent development.

Projected Annual Timeline

Quarter 1 (Months 1–3): Launch & Capacity Building

- Onboard staffing and prepare for expanded program delivery
- Recruit and enroll cohort participants
- Conduct employer/partner outreach and engagement planning
- Establish tracking systems for attendance, completion, placement, and retention
- Begin workforce training delivery and wraparound supports

Quarter 2 (Months 4–6): Program Delivery & Work-Based Learning Expansion

- Continue workforce training cohorts, coaching, and support services
- Expand paid work-based learning through Touch A Heart's social enterprises
- Launch employer-partner training sessions/workshops
- Support participant transitions into employment placements and advanced roles
- Implement participant lived-experience storytelling and feedback loops to strengthen program quality, capture impact, and inform continuous improvement

Quarter 3 (Months 7–9): Scaling & Strengthening Outcomes

- Continue additional cohorts and wraparound supports
- Increase job placement activity and retention follow-up
- Strengthen lived-experience leadership pipeline (mentors/trainers)
- Conduct mid-year performance review and quality improvements

Quarter 4 (Months 10–12): Completion, Retention & Reporting

- Complete annual training cycles and participant pathways
- Track employment placement, retention, and advancement outcomes
- Deliver additional employer-partner trainings as needed
- Finalize evaluation summary, reporting, and improvement planning for the next year

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

We will implement quality assurance and evaluation practices to ensure consistent delivery, strong outcomes, and continuous improvement. Monitoring and evaluation will include:

Ongoing Monitoring

- Track participant enrollment, attendance, engagement, and completion
- Document coaching notes and regular progress check-ins
- Record wraparound supports provided and barriers addressed
- Collect work-based learning performance feedback from social enterprise supervisors

Outcome Evaluation

- Conduct pre- and post-assessments of workforce readiness and participant progress
- Track employment outcomes (placement, retention, and advancement)
- Collect participant feedback through surveys and qualitative reflections
- Gather employer/partner feedback on workplace readiness, retention, and training effectiveness

Continuous Improvement

- Hold monthly internal program review meetings to address implementation needs
- Conduct quarterly data reviews to identify trends and improvement opportunities
- Adjust training delivery, coaching supports, and partner engagement strategies based on findings
- Strengthen internal systems that reinforce a culture of quality, accountability, and excellence across program delivery

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.**

Building upon the tenets of our Quality Assurance and Evaluation Plan, Touch A Heart will report objective, standard measures of effectiveness to the expending agency to assess program achievement and workforce outcomes. Because the populations served—especially justice-involved and justice-impacted individuals—often experience evolving needs and complex barriers, Touch A Heart's approach is grounded in an empathetic continuum of care. As a result, some participants may require additional time, support, or re-engagement in services to achieve long-term stability and employment success, and performance measures will be interpreted within this context.

Measures of effectiveness will include:

- *Number of participants served:* Total adults and youth engaged in Touch A Heart's workforce development programming during the grant period, including participants receiving training, coaching, wraparound supports, and work-based learning opportunities.
- *Program completion rate:* Percentage of participants who successfully complete the defined training pathway and program requirements, recognizing that some participants may progress at different paces based on individual circumstances and support needs.
- *Employment placement rate:* Number and percent of participants who secure employment within a defined timeframe after completion (e.g., within 30–90 days), including placements through employer partners and/or internal

employment pathways.

- *Employment retention rate*: Number and percent of placed participants who remain employed at key benchmarks (e.g., 90 days and 180 days), demonstrating job stability and sustained workforce participation.
- *Work-based learning participation*: Number of participants who engage in paid, hands-on training through Touch A Heart’s social enterprises (‘Ohana Meals, Baker’s Heart, and Touch A Heart Catering), supporting real-world skill development and workplace readiness.
- *Advancement and leadership outcomes*: Number of participants who demonstrate advancement after program participation, including promotions, wage increases, transition into higher-responsibility roles, progression into mentorship/trainer roles, or placement into advanced training opportunities.
- *Employer/community partner training delivered*: Number of workforce-related trainings, workshops, or technical assistance sessions delivered to employers and community partners focused on inclusive hiring, trauma-informed onboarding, retention, supervision, and talent development.
- *Employers/partners engaged*: Number of employers and community partners actively engaged during the grant period through recruitment pipelines, referrals, job placement collaboration, training participation, and/or retention support activities.

IV. Financial

Budget

See attached.

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](#))

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

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$175,00.00	\$175,00.00	\$175,00.00	\$175,00.00	\$700,00.00

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2027.
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.
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.
6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2025.

V. Experience and Capability

1. Necessary Skills and Experience

We have over two decades of experience supporting individuals and families experiencing hardship, and more than a decade of specialized experience delivering workforce development services for adults and youth facing barriers to employment. TAH's mission is to transform lives by providing vocational training in a healing and nurturing environment, creating pathways to job placement and a sustainable future. While TAH serves individuals facing a range of employment barriers—including ALICE households, individuals in recovery, and those navigating trauma and instability—a core focus of our workforce development programming is supporting justice-involved and justice-impacted individuals to successfully re-enter the workforce, achieve long-term stability, and reduce recidivism through meaningful employment and restoration.

Since 2012, TAH has operated a comprehensive, paid three-stage workforce pathway that strengthens both job readiness and personal stability: the Vocational Training Internship Program, Apprenticeship, and Associate program. This model is designed to promote income growth, financial stability, and long-term employment outcomes for individuals facing complex barriers. The Vocational Training Internship Program is an eight-week program that provides foundational food service training, professional development, and workplace readiness skills. Participants receive support in resume development, interview preparation, health and safety training, and State of Hawai'i food safety certification, while building essential workplace behaviors such as teamwork, responsibility, communication, and reliability. Graduates transition into employment through partner placements and/or into Touch A Heart's Apprenticeship Program for continued paid training and development.

TAH's Apprenticeship and Associate programs provide structured, real-world training through three mission-aligned social enterprises—*'Ohana Meals*, *Baker's Heart*, and *Touch A Heart Catering*—allowing participants to deepen workplace competencies such as time management, conflict resolution, self-awareness, and professionalism. Throughout the Apprenticeship stage, participants receive individualized coaching and mentorship to address barriers to employment and strengthen long-term success. For participants seeking advancement in the food service sector, the Associate program provides specialized roles aligned to interests and goals, with opportunities for leadership development and internal advancement. A key goal of this pathway is to develop former participants into mentors, trainers, and emerging leaders who help sustain program quality and model what workplace success looks like in practice.

TAH's experience is supported by strong leadership and governance structures. The organization is led by Executive Director Robin Kumabe and Director of Enterprise Operations Colin Kumabe, who oversee program implementation and social enterprise operations to ensure mission alignment, quality, and accountability. TAH is also guided by an engaged Board of Directors with diverse expertise across business, law, and social services. Through partnerships with organizations such as the Salvation Army, YWCA, and Federal Pretrial & Probation, as well as participation in REDF's Growth Portfolio, Touch A Heart has strengthened its capacity to recruit participants, deliver effective programming, and scale social enterprise operations while maintaining a high standard of excellence and participant support.

TAH's outcomes demonstrate the effectiveness of its approach. Since inception, Touch A Heart has graduated over 145 individuals from its workforce programs, with over 90% successfully placed into employment and remaining employed to this day. These results reflect Touch A Heart's ability to deliver workforce training that is both practical and transformational—supporting individuals to secure stable employment, rebuild their lives, and contribute meaningfully to their families and communities.

Verifiable Experience of Related Projects/Contracts (Most Recent Three Years)

Over the past three years, Touch A Heart (TAH) has demonstrated strong experience delivering workforce development programming for adults and youth facing barriers to employment, with a priority focus on justice-involved and justice-impacted individuals.

In 2023–2024, TAH continued implementation of its three-stage workforce pathway—Vocational Training Internship Program, Apprenticeship, and Associate program—providing paid training, coaching, and wraparound supports that strengthen job readiness, stability, and long-term advancement. During this period, TAH also expanded work-based learning through its social enterprises—*'Ohana Meals*, *Baker's Heart*, and *Touch A Heart Catering*—which serve as real-world training environments while delivering meaningful services to the community.

In 2025, TAH deepened its impact through key partnerships and expanded training delivery formats, including workforce readiness programming for justice-involved youth

through the Hawai'i Youth Correctional Facility (HYCF). TAH also delivered the Mindset Mastery Storytelling Webinar Mini-Series in partnership with the Hawai'i Workforce Funders Collaborative's *Worker Equity Lab*, reaching a broad cross-section of Hawai'i's workforce ecosystem. The series had 44 participants across three sessions, including representatives from organizations such as the Hawai'i County Economic Opportunity Council, University of Hawai'i, PACT, PCATT, UH Community Colleges, and the State Department of Corrections & Rehabilitation (DCR), with additional participation through the National Fund for Workforce Solutions network (including Kentuckiana Works).

2. Facilities

Touch A Heart (TAH) utilizes a flexible, community-based facilities model that is well-suited to workforce development programming and social enterprise training. Rather than relying on a single permanent site, TAH intentionally operates out of underutilized or unused commercial kitchen spaces across O'ahu. This approach maximizes the use of existing community infrastructure, reduces overhead costs, and allows TAH to expand training access through partnerships with faith-based organizations, businesses, and community partners—strengthening both job readiness and real-world work experience for participants.

TAH currently delivers training and work-based learning through partner kitchen sites, including *Kalihi Union Church* and *Honolulu Baking Company*. These locations provide the functional kitchen and training environments needed to support hands-on vocational instruction, food production, and supervised real-world experience through TAH's social enterprises ('Ohana Meals, Baker's Heart, and Touch A Heart Catering), in settings that mirror workplace expectations and quality standards.

To support continued growth and expanded training capacity, TAH is also pursuing access to an additional site at the *Iwilei Kitchen*, for which a proposal has been submitted and is currently pending. If secured, this location would increase training and production capacity, strengthen scheduling flexibility, and support expansion of workforce training opportunities while maintaining program quality, safety standards, and operational excellence.

VI. Personnel: Project Organization and Staffing

1. Proposed Staffing, Staff Qualifications, Supervision and Training

Touch A Heart (TAH) has the organizational experience, staffing infrastructure, and leadership capacity to successfully implement the proposed workforce development expansion. TAH has been operational since 2004 and has an established management structure that supports high-quality program delivery, fiscal oversight, and continuous improvement. TAH's staffing model is designed to provide participants with structured workforce training, consistent supervision, and the wraparound supports needed to reduce barriers to employment success—particularly for justice-involved and justice-impacted adults and youth, while also serving others facing significant hardships that impact workforce participation.

Current management structure and staffing

Our core team includes the following key staff who provide leadership, program delivery, and operational oversight:

- *Robin Kumabe, Executive Director* – Provides overall organizational leadership, program oversight, and fiscal management to ensure strong implementation and accountability.
- *Colin Kumabe, Director of Operations and Training* – Oversees training and operations across workforce development programming and social enterprises, including cohort delivery, trainer development, and curriculum implementation.
- *Jennifer Koon, Employment Social Enterprises & Operations Manager* – Leads recruitment, retention, and job placement efforts for program applicants, apprentices, and graduates, while supporting day-to-day coordination of workforce programming and enterprise operations.
- *Curtis Kekahuna, Chef and Program Trainer* – Oversees Touch A Heart Catering (including Kupuna and Family Meals) and serves as the lead trainer for food service training and apprenticeship programming, ensuring quality instruction and real-world workplace readiness.
- *Leslie Reyes-Grilho, Baker Trainer/Cook (to be onboarded)* – An incoming role that will support training delivery and enterprise operations as the program grows. This position will be filled by a graduate of TAH's workforce training and apprenticeship programs, strengthening lived-experience leadership and expanding internal training capacity.

Planned Expansion: Director Role Overseeing Partnerships & Workforce Development

As program demand and partnership requests continue to grow, Touch A Heart seeks to strengthen core capacity by adding a dedicated leadership role to oversee *Workforce Development Programs and Partnerships*. This position will centralize oversight of recruitment and enrollment, training coordination, wraparound supports, employer engagement, and partner relationship management—strengthening program consistency, improving coordination across training and social enterprise sites, and expanding placement, retention, and advancement outcomes.

Additional Staffing Capacity to Support Program Viability and Outcomes

With additional funding, Touch A Heart anticipates adding key staff capacity to strengthen direct participant services and performance accountability, including a *Project Coordinator, Case Manager(s)*, and an *independent evaluator*. These roles will enhance continuity of care, reduce barriers to participation and employment success, and ensure timely data tracking and reporting. The Project Coordinator will manage project coordination and reporting; Case Manager(s) will provide individualized support from enrollment through employment stabilization; and the independent evaluator will

support quantitative and qualitative evaluation to strengthen accountability and continuous improvement.

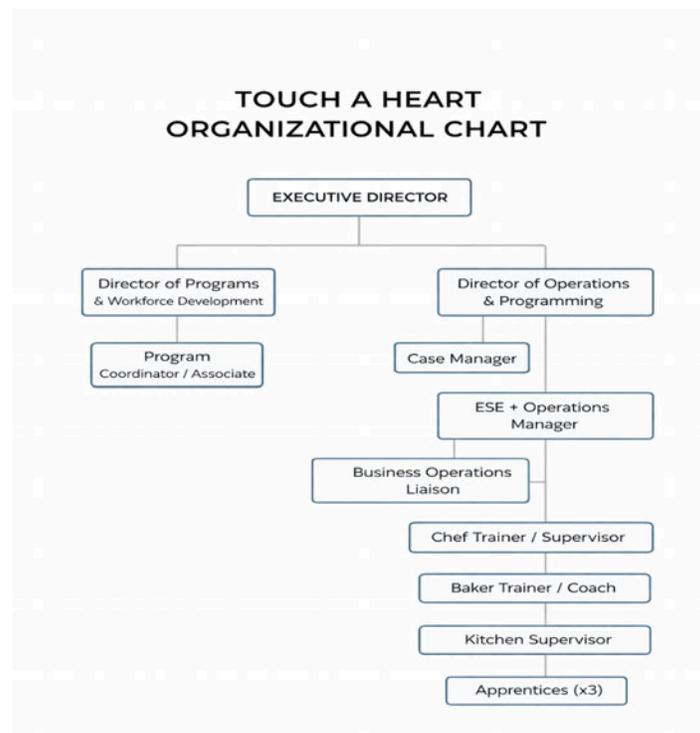
TAH also leverages expert contractors and consultants as needed to support specialized functions such as employer engagement, workforce systems development, curriculum enhancement, training facilitation, communications, data systems, financial planning, and evaluation—allowing targeted expertise while maintaining a lean team and high-quality implementation.

Supervision, Training, and Administrative Direction

TAH's staffing structure provides clear supervision and administrative oversight to ensure high-quality service delivery. Program leadership meets regularly to coordinate operations, monitor participant progress, address barriers to completion, and ensure consistent training quality across sites and enterprises. Staff and trainers receive ongoing coaching and support to uphold standards in instruction, participant engagement, workplace readiness expectations, and documentation, grounded in culturally informed and trauma-informed practice.

Through this staffing pattern and supervision structure, Touch A Heart is positioned to deliver workforce development services at a scale appropriate to the request while maintaining program quality, participant safety, and measurable employment outcomes.

2. Organization Chart



3. Compensation

Touch A Heart's annual salary range for its three highest paid officers are:

- Executive Director: \$100,000.00 - \$120,000.00
- Director of Operations & Training: \$80,000.00 - \$100,000.00
- Employment Social Enterprises & Operations Manager: \$75,000.00 - \$90,000.00

VII. Other

1. Litigation

Touch A Heart (TAH) has no pending litigation to disclose at this time and is not aware of any outstanding judgments against the organization. If any litigation arises during the grant period that may impact program operations, TAH will promptly disclose this information to the appropriate State agency.

2. Licensure or Accreditation

Touch A Heart possesses qualifications and operational experience relevant to this request, including workforce development program delivery, food service training environments, and employment-based social enterprise operations. Program participants receive training aligned with industry expectations, including health and safety training and State of Hawai'i food safety certification as part of the Vocational Training Internship Program.

TAH staff and trainers also maintain appropriate operational and safety standards required for food production and training environments. TAH will continue to ensure all program delivery meets applicable requirements and will maintain any necessary certifications or compliance protocols connected to training, kitchen operations, and participant safety. TAH also maintains all required business registrations and operational compliance for its social enterprises.

3. Private Educational Institutions

This grant will **not** be used to support or benefit a sectarian or non-sectarian private educational institution. Grant funds will be used solely to support Touch A Heart's nonprofit workforce development programming and related public-purpose services.

4. Future Sustainability Plan

Touch A Heart's sustainability strategy is designed to ensure that workforce development services remain viable beyond the grant period by strengthening internal capacity, diversifying funding sources, and expanding earned revenue through social enterprise operations and workforce training partnerships.

If the grant is received for fiscal year 2027 but not thereafter, TAH will sustain the activity funded by the grant through the following approaches:

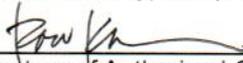
- *Earned-revenue growth through social enterprises:* TAH will continue to expand revenue-generating operations through ‘Ohana Meals, Baker’s Heart, and Touch A Heart Catering, which also serve as work-based learning and employment pathways for participants.
- *Diversified funding and philanthropic support:* TAH will pursue a diversified funding mix that includes foundation grants, individual donors, corporate support, and public-private partnerships to maintain program continuity and reduce reliance on a single funding source.
- *Employer and community partner investment:* TAH will strengthen employer and community partnerships that support job placement, retention, and workforce readiness, including opportunities for partner-supported training and sponsorships.
- *Operational efficiency and phased scaling:* TAH will sustain core services by prioritizing high-impact program components, using existing partner facilities and underutilized infrastructure, and scaling service delivery responsibly based on staffing capacity and available resources.
- *Retention-focused continuum of care:* TAH will maintain a continuum of care approach that supports long-term employment success and stability, reducing program drop-off and improving outcomes over time—strengthening program effectiveness and funder confidence for continued investment.

TAH’s long-term goal is to operate a sustainable workforce development model that is resilient across funding cycles, supports measurable employment outcomes, and continues to strengthen Hawai‘i’s workforce and community wellbeing.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2026 to June 30, 2027

Applicant: **Touch A Heart**

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	350,000	0	0	0
2. Payroll Taxes & Assessments	35,000			
3. Fringe Benefits	52,500			
TOTAL PERSONNEL COST	437,500			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	0			
2. Insurance	10,000			
3. Lease/Rental of Equipment	15,000			
4. Lease/Rental of Space	0			
5. Staff & Participant Training	55,000			
6. Supplies	32,500			
7. Telecommunication	0			
8. Utilities	0			
9. Contractors	150,000			
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
TOTAL OTHER CURRENT EXPENSES	262,500	0	0	0
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	700,000	0	0	0
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	700,000	Robin Kumabe	808-779-7083	
(b) Total Federal Funds Requested		Name (Please type or print)	Phone	
(c) Total County Funds Requested			01/23/2026	
(d) Total Private/Other Funds		Signature of Authorized Official	Date	
TOTAL BUDGET	700,000	Robin Kumabe, Executive Director Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2026 to June 30, 2027

Applicant: **Touch A Heart**

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Executive Director		\$120,000.00	75.00%	90,000.00
Director of Operations & Training		\$100,000.00	50.00%	50,000.00
Director of Partnerships and Workforce Development (new)		\$100,000.00	100.00%	100,000.00
Employment Social Enterprises & Operations Manager		\$90,000.00	50.00%	45,000.00
Chef & Program Trainer		\$75,000.00	40.00%	30,000.00
Baker Trainer/Cook		\$60,000.00	10.00%	6,000.00
Business Operations Liaison		\$70,000.00	20.00%	14,000.00
Program Coordinator		50,000.00	30.00%	15,000.00
TOTAL				\$350,00.00

Applicant: **Touch A Heart**

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
TOTAL:			\$ -

JUSTIFICATION/COMMENTS:

Not Applicable

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

JUSTIFICATION/COMMENTS:

Not Applicable

Applicant: **Touch A Heart**

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
TOTAL:			\$ -

JUSTIFICATION/COMMENTS:

Not Applicable

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

JUSTIFICATION/COMMENTS:

Not Applicable

Applicant: _____

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:	0					
JUSTIFICATION/COMMENTS:						
Not Applicable						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: **Touch A Heart**

Contracts Total: -

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	None / Not Applicable				
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
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19					
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21					
22					
23					
24					
25					