



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: UNDERSTORY ALLIANCE

Issue Date: 01/02/2026

Status: **Compliant**

Hawaii Tax#: [REDACTED]

New Hawaii Tax#:

FEIN/SSN#: [REDACTED]

UI#: No record

DCCA FILE#: 321863

Status of Compliance for this Vendor on issue date:

Form	Department(s)	Status
A-6	Hawaii Department of Taxation	Compliant
8821	Internal Revenue Service	Compliant
COGS	Hawaii Department of Commerce & Consumer Affairs	Exempt
LIR27	Hawaii Department of Labor & Industrial Relations	Compliant

Status Legend:

Status	Description
Exempt	The entity is exempt from this requirement
Compliant	The entity is compliant with this requirement or the entity is in agreement with agency and actively working towards compliance
Pending	A status determination has not yet been made
Submitted	The entity has applied for the certificate but it is awaiting approval
Not Compliant	The entity is not in compliance with the requirement and should contact the issuing agency for more information

**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS PURSUANT TO
CHAPTER 42F, HAWAI'I REVISED 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.

Understory

Alliance

(Typed Name of Individual or Organization)



(Signature)

1/2/2026

(Date)

Sari Pastore
Rev 8/30/23

Executive Director
5Application for Grants

(Typed Name)

(Title)

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

Sari Pastore, Executive Director

PRINT NAME AND TITLE

1/2/2026

DATE

APPLICATION FOR GRANTS

Hawai'i State Legislature – 2026 Session

Fiscal Year 2027 (July 1, 2026 – June 30, 2027)

Applicant: Understory Alliance

Type of Request: Operating

Amount Requested: \$250,000

Tax ID: 88-2282231

Address: PO Box 788, Hanalei, HI 96714

Contact: Sari Pastore, Executive Director

Email: sari@understoryalliance.org

Phone: 808-639-0188

Legislative Districts: House Districts 15, 16, 17; Senate District 8

I. Certification

1. Hawai'i Compliance Express Certificate

Attached. Dated no earlier than December 1, 2025.

2. Declaration Statement

Attached and signed per HRS §42F-103.

3. Public Purpose

Yes. Grant funds are requested for a public purpose pursuant to HRS §42F-102.

II. Background and Summary

Applicant Background

Understory Alliance is a Kaua'i-based 501(c)(3) nonprofit founded in 2022. The organization stewards community forest gardens in public and publicly accessible spaces and delivers ongoing education, volunteer coordination, and site stewardship that support food access, environmental education, and cultural plant knowledge.

Goals and Objectives

The goal of this request is to sustain the continued operation of existing Māla Lā'au sites by funding paid staffing for stewardship, education, coordination, and compliance. Objectives include maintaining safe and accessible public sites, providing consistent volunteer leadership, delivering youth and community education, and meeting all state reporting and accountability requirements.

Public Purpose and Need

Hawai'i imports the majority of its food and has limited emergency reserves. Community forest gardens provide a practical public asset that improves food access, neighborhood cooling, stormwater infiltration, and safe use of underutilized land. These sites require consistent stewardship to remain functional. Current operations rely heavily on unpaid labor, creating risk to continuity and public access.

Target Population

Residents of Kaua'i of all ages, including youth, families, elders, volunteers, and community members accessing public green space and food resources.

Geographic Coverage

Island-wide on Kaua’i, including communities within Senate District 8 and House Districts 15, 16, and 17.

III. Service Summary and Outcomes

Scope of Work

- Routine stewardship and maintenance of existing Māla Lā’au sites
- Monthly public volunteer workdays
- Youth and community education programs
- Coordination with County and nonprofit partners
- Program documentation, reporting, and fiscal compliance

Annual Timeline

Services are delivered year-round, with stewardship and education occurring weekly to monthly depending on site and season.

Quality Assurance and Evaluation

Program delivery is monitored through site condition checks, volunteer participation tracking, species propagation records, and completion of scheduled activities. Adjustments are made based on site needs and partner coordination.

Measures of Effectiveness

- Number of sites stewarded and maintained
- Volunteer hours supported
- Educational programs delivered
- Species propagated and maintained
- Timely submission of required state reports

Measures will be adjusted if the level of appropriation differs from the amount requested.

IV. Financial

1. Budget

See attached budget forms (Pages 6–10). Total State Funds Requested: \$250,000.

2. Anticipated Quarterly Funding Requests (FY27)

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

3. Other Funding Sources (FY27)

Private donations, foundation grants, and earned revenue. Amounts vary by award cycle.

4. State and Federal Tax Credits

Not applicable.

5. Government Contracts and Grants (Past 3 Years)

County of Kaua’i and private foundation grants supporting stewardship and education programs. See attached Page 10 for detail.

6. Unrestricted Current Assets

\$44,053.33 as of December 31, 2025.

V. Experience and Capability

1. Necessary Skills and Experience

Understory Alliance has demonstrated experience stewarding public land, managing volunteers, operating plant nurseries, and delivering community education. The organization has successfully partnered with County agencies, schools, and nonprofits and has maintained compliance with grant reporting and fiscal requirements.

Understory Alliance has operated with a deliberately lean financial footprint, relying heavily on unpaid leadership and volunteer labor to establish and maintain public services during its early years. Current unrestricted assets reflect this lean operating model rather than the true cost of program delivery. The requested appropriation represents a shift from start-up conditions to stable, accountable operations, allowing the organization to pay for work that is already occurring and to meet state expectations for continuity, supervision, and compliance. Fiscal controls, reporting systems, and partnerships are already in place to responsibly manage funds at the level requested.

2. Facilities

Facilities include two active nurseries (Kalaheo and Hā'ena) that support plant propagation, species diversity, and continuity across all sites.

VI. Personnel: Project Organization and Staffing

1. Proposed Staffing, Staff Qualifications, Supervision and Training

Paid staff include a Program & Stewardship Coordinator, Assistant Steward, Education Facilitator (contract), Administrative & Compliance Support, and limited Executive oversight. Staff are supervised by the Executive Director. Safety procedures, volunteer leadership protocols, and reporting requirements are standardized across sites.

2. Organization Chart

Attached separately.

3. Compensation (Top Three Positions)

- Executive Director: \$90,000–\$110,000 (annualized equivalent; reflects standard compensation for scope of responsibility rather than historical pay)
- Program & Stewardship Coordinator: \$75,000–\$85,000
- Education Facilitator (contract equivalent): \$40–\$50/hour

During the organization's start-up phase, Executive Director services were provided without salary; this request supports a transition to paid, accountable leadership aligned with the scope of existing public services.

VII. Other

1. Litigation

None.

2. Licensure or Accreditation

Not applicable.

3. Private Educational Institutions

No. Grant funds do not support or benefit a private educational institution.

4. Future Sustainability Plan

Programs will continue through a combination of diversified grant funding, donations, earned revenue, and scaled staffing aligned with available resources. The organization structures services to adjust responsibly if funding levels change.

CERTIFICATION

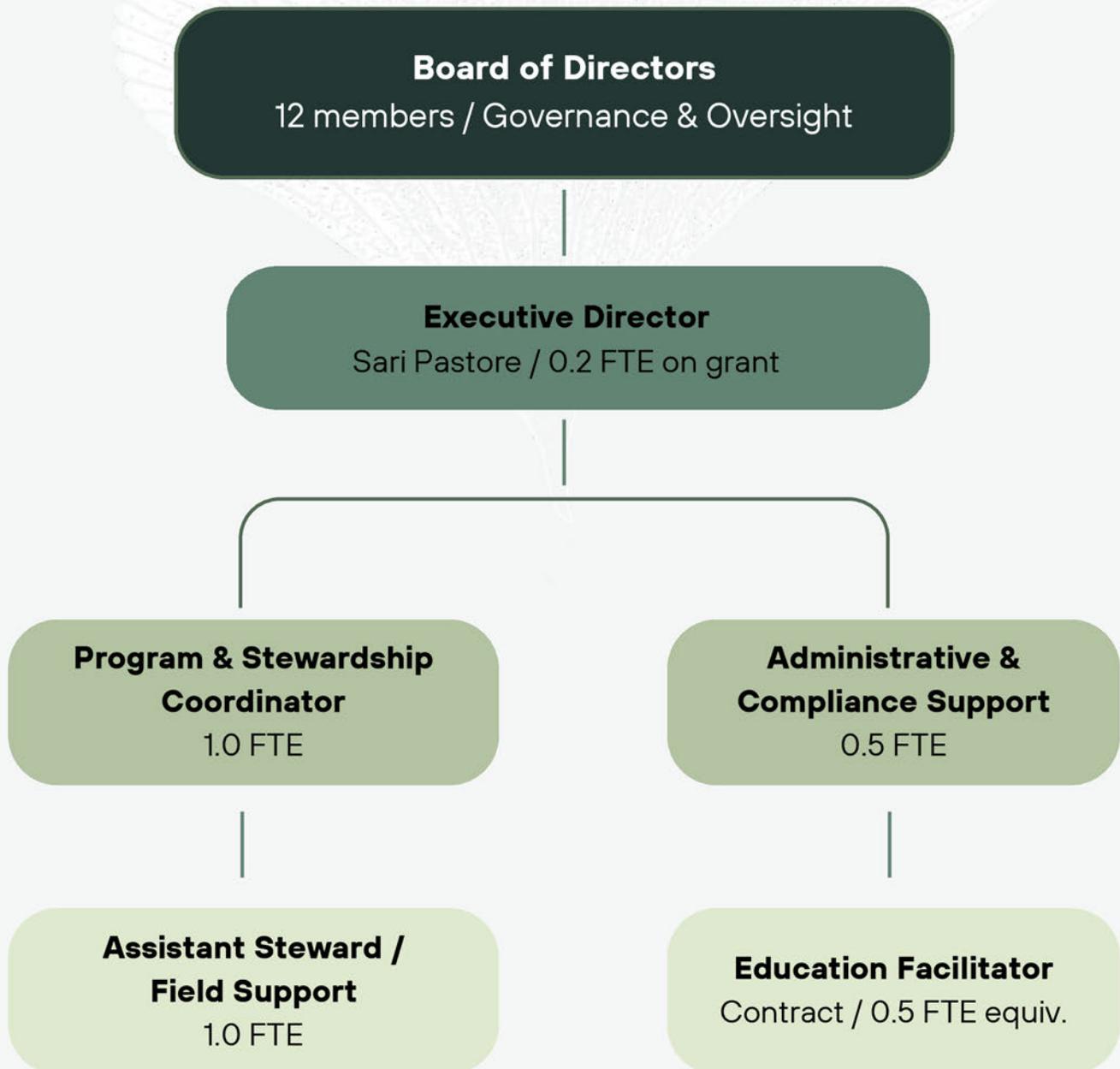
I certify that the information contained in this application is true and correct to the best of my knowledge.



Signature of Authorized Official
Sari Pastore, Executive Director

1/2/2026
Date

UNDERSTORY ALLIANCE ORGANIZATION CHART



Legend
● = Governance ● = Executive ● = Coordination ● = Field/Contract
All positions report to Executive Director. FTE allocations reflect time charged to GIA request.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2026 to June 30, 2027

Applicant: Understory Alliance

	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	\$218,920			
	2. Payroll Taxes & Assessments				
	3. Fringe Benefits				
	TOTAL PERSONNEL COST	\$218,920			
B.	OTHER CURRENT EXPENSES				
	1. Airfare, Inter-Island				
	2. Insurance	\$8,000			
	3. Lease/Rental of Equipment				
	4. Lease/Rental of Space				
	5. Staff Training	\$3,000			
	6. Supplies	\$8,000			
	7. Telecommunication	\$2,400			
	8. Utilities	\$3,680			
	9. Mileage/Transportation	\$6,000			
	10.				
	11.				
	12.				
	TOTAL OTHER CURRENT EXPENSES	\$31,080			
C.	EQUIPMENT PURCHASES				
D.	MOTOR VEHICLE PURCHASES				
E.	CAPITAL				

	TOTAL (A+B+C+D+E)	\$250,000			
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SOURCES OF FUNDING

	(a) Total State Funds Requested	\$250,000
	(b) Total Federal Funds Requested	\$0
	(c) Total County Funds Requested	\$0
	(d) Total Private/Other Funds Requested	\$0
	TOTAL BUDGET	\$250,000

Budget Prepared By:
Sari Pastore, Executive Director
Phone: 808-639-0188
Date: January 2026

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2026 to June 30, 2027

Applicant: Understory Alliance

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Program & Stewardship Coordinator	1.0	\$83,200	100%	\$83,200
Assistant Steward / Field Support	1.0	\$49,920	100%	\$49,920
Education Facilitator (contract)	0.5	\$81,000	50%	\$40,500
Administrative & Compliance Support	0.5	\$54,600	50%	\$27,300
Executive Oversight (partial)	0.2	\$90,000	20%	\$18,000
TOTAL:				\$218,920

JUSTIFICATION/COMMENTS:

Personnel costs support paid staffing for ongoing stewardship, education, volunteer coordination, and compliance at existing Māla Lā'au sites on Kaua'i. The Program & Stewardship Coordinator oversees site care, scheduling, and partner coordination. The Assistant Steward provides field support and volunteer leadership. The Education Facilitator delivers youth and community programming on contract basis. Administrative support handles grant reporting, fiscal tracking, and documentation. Executive oversight covers organizational leadership, compliance, and external coordination. All positions directly enable public access, safety, and continuity of service.

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2026 to June 30, 2027

Applicant: Understory Alliance

DESCRIPTION OF EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Not applicable - Operating request				
TOTAL:				\$0

JUSTIFICATION/COMMENTS:

This is an operating support request. No equipment purchases are included.

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLE	COST PER VEH	TOTAL COST	TOTAL BUDGETED
Not applicable - Operating request				
TOTAL:				\$0

JUSTIFICATION/COMMENTS:

This is an operating support request. No motor vehicle purchases are included.

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2026 to June 30, 2027

Applicant: Understory Alliance

Not applicable - This is an operating support request, not a capital project.

JUSTIFICATION/COMMENTS:

Operating support is requested for ongoing program delivery. No capital expenditures are included in this request.

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: Understory Alliance

#	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY	CONTRACT VALUE
1	Wailua Homesteads Park Māla Lā'au	2024-2025	Parks & Recreation	County of Kaua'i	\$12,000
2	Wailua Fence Installation	7/25/2024	Parks & Recreation	County of Kaua'i	\$8,511
3					

Contracts Total: \$20,511