KUPU ‘ĀINA CORPS

Host Site Frequently Asked Questions

Do you have an application timeline of the significant dates relating to the selection process?
Yes, please refer to this link.

What is the duration of the program?
Round 1: February 7, 2022 - January 28, 2023
Round 2: February 22, 2022 - February 11, 2023

What is the selection process to become a host-site?
There are 131 individual positions available. The Kupu ‘Āina Corps program will focus on providing those who have been economically disadvantaged by the global pandemic opportunities for career upskilling and reskilling, while also providing Hawaii companies with staff resources to support their recovery. While there is no age limit, participants must be at least 17. Participants will gain real life experience through all organizations (non-profits, for profits, government agencies etc.) that prioritize natural resource management activities, data collection and analysis and agriculture.

What supervision requirements are needed in order to be considered a host site?
Host sites are asked to provide appropriate supervision for their participants. Supervision is important to maintain safety of participants and maintain the quality of work being completed for the host site. Participants should not be left unattended. A host site employee should always be available to provide guidance. Participants cannot be supervised by other Kupu participants such as CLDP members.

Is the host site required to pay a fee to the program?
Yes, please refer to the Cost Structure drop down under the host site tab within this webpage.

Will participants be given transportation to service sites?
Individual participants are required to provide their own transportation for their daily commute to the host site.

Can I apply after the priority deadline?
Yes, you may apply, however, your application may not be reviewed.

What are the host site reporting requirements?
These requirements are still being determined, but at a minimum, a host site will need to approve timesheets, provide appropriate supervision/mentorship, and produce a midterm and final report/evaluation.

**If I have multiple sites or positions do I need to fill out more than one application?**
If your organization only has one direct supervisor overseeing the requested participants/teams, you may submit one application form. If your organization is requesting multiple participants/teams and they will be overseen by separate supervisors, each individual direct supervisor at your organization needs to submit their own application.

**What kind of work can these participants do?**
Participants will be allowed to work in any area related to natural resource management, conservation, and agriculture. This includes, but is not limited to Aquatic Resource Management, Building Capacity Support, Community Outreach & Education, Fence Maintenance, GIS/GPS, Invasive Species Removal, Laboratory Work, Native Hawaiian Cultural Stewardship, Native Species Restoration, Nursery, Sustainability Farming, Trail Restoration, Climate Adaptation, Renewable Energy, Cesspool Conversion, Watershed Management, and Data Collection and Analysis.

**Will they be allowed to operate chainsaws? Ride ATVs? Helicopter Operations, etc.?**
Yes, if the operation is covered by workers comp via ALTRES. Certification and specific personal protective equipment must be provided to the participant prior to utilization. Proof of certification must be provided to Kupu.

**How many participants can we request?**
No limit, however, please keep in mind that we are trying to distribute these limited positions across multiple agencies, companies, and non-profit organizations.

**If we already have someone already in mind, can we have them work with us through this program?**
Yes, this is preferred. Please indicate the name(s) on your application and have the individuals apply using the participant application. The individual will need to list your organization as their preferred site.

**Will we be able to interview the participants? What if we don’t have the time to?**
Host sites will be required to interview all participants unless they are a direct match. If you do not already have someone in mind, host sites will be able to interview their candidates.

**Is there any social distancing or COVID-19 requirements that the host site will have to meet?**
Due to the unprecedented nature of this pandemic Kupu will continue to follow government recommendations and policies that relate to COVID-19. Participants will be expected to follow the host site COVID-19 protocols and vaccination policies, which must, at minimum, follow recommendations and policies from local, state, and federal government as well as the CDC.

**Is work-from-home acceptable even if there is not a stay-at-home order?**
Yes, this is allowable pending approval by a Kupu staff member.
Can we add individual participant names to our host site app now? We submitted a host site app earlier but did not have individuals listed.
Yes, any changes to your application can be sent to opportunities@kupuhawaii.org.

Can we modify the number of participants requested on a submitted app?
Yes, any changes to your application can be sent to opportunities@kupuhawaii.org.

Can we verify if an application for a host site has been submitted?
Yes, please email opportunities@kupuhawaii.org for confirmation.

Are there limits to hours/days participants can work?
- While we do not have a required schedule that you must follow, it is expected that full-time participants should not exceed 40 hours/week, and part-time participants do not exceed 20 hours each week. In order for a member to be eligible for health benefits they must work 20 hours each week.
- Overtime is discouraged and must be discussed and approved by Kupu prior to work.

Is the income taxable and will it count as income for public benefits such as food stamps or housing assistance?
- Yes it is taxable and will count as income.

Is Kupu going to do all the training for helicopter, chainsaw, CPR, before they start?
- If a participant requires additional training outside First Aid and CPR it is the host site’s responsibility to provide the training and submit the necessary documentation to Kupu indicating completion of the training by the participant. First Aid and CPR training will be provided to participants by Kupu.

Do you have a specific chainsaw certification program you require?
- Kupu does not require a specific type of certification

Is it just chainsaws that need appropriate training and/or certification?
- Certifications and training would need to be provided to the participant prior to operating bladed gas-powered equipment. Host sites will need to submit proof of training and certification to Kupu.

If we have already applied, how will we know whether we have been approved for the program?
Host site applications are continuously reviewed and vetted. All host sites that apply prior to the second application deadline (Jan 3), will be notified of their application status by Jan 11th.

Should we have people apply now even if we don’t know if we have a position?
- Yes, please encourage people to apply now. The more people apply will be a reflection of the needs of our community.
Please clarify on COVID restrictions - our restrictions are more strict than Kupu’s. For example we only allow one person per vehicle. What policies are we expected to follow?

- Participants will be expected to follow the host site COVID-19 protocols and vaccination policies, which must, at minimum, follow recommendations and policies from local, state, and federal government as well as the CDC.

Could you please expand on “supervision”?

- Your participant(s) should be supervised by a staff employee. Supervisors are to provide guidance, mentorship and training in the field, ensure safety responding to all emergencies, troubleshoot situations, verify time worked, tasks/projects are either making progress or completed.

Can rainout days be made up over the weekend?

- Yes, participants can work on the weekend. We ask that participants don’t work more than 40 hours per week. In the interview process please be upfront with applicants regarding potential working schedules. Overtime is discouraged and must be discussed and approved by Kupu prior to work.

Will Kupu assist with participant recruiting for our site?

- Yes, Kupu will be promoting this through both paid advertisements locally and throughout their own networks. We would greatly appreciate you in taking the initiative and supporting the program. If you would like access to materials to promote on social media or via email please contact graeme.lander@kupuhawaii.org.