

House District 5

Senate District 3

**HE TWENTY-SEVENTH LEGISLATURE  
APPLICATION FOR GRANTS & SUBSIDIES  
CHAPTER 42F, HAWAII REVISED STATUTES**

Log No:

For Legislature's Use Only

Type of Grant or Subsidy Request:

GRANT REQUEST – OPERATING

GRANT REQUEST – CAPITAL

SUBSIDY REQUEST

"Grant" means an award of state funds by the legislature, by an appropriation to a specified recipient, to support the activities of the recipient and permit the community to benefit from those activities.

"Subsidy" means an award of state funds by the legislature, by an appropriation to a recipient specified in the appropriation, to reduce the costs incurred by the organization or individual in providing a service available to some or all members of the public.

"Recipient" means any organization or person receiving a grant or subsidy.

STATE DEPARTMENT OR AGENCY RELATED TO THIS REQUEST (LEAVE BLANK IF UNKNOWN): LABOR, OFFICE OF COMMUNITY SERVICES  
STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN): \_\_\_\_\_

**1. APPLICANT INFORMATION:**

Legal Name of Requesting Organization or Individual:

Hawaii Island Humane Society

Dba: Not Applicable

Street Address: 74-5225 Queen Kaahumanu Highway  
Kailua-Kona, HI 96740

Mailing Address: Same as Above

**2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:**

Name DONNA WHITAKER

Title Executive Director

Phone # 808-329-8002

Fax # 808-329-7375

e-mail exec.dir@hihs.org

**3. TYPE OF BUSINESS ENTITY:**

- NON PROFIT CORPORATION
- FOR PROFIT CORPORATION
- LIMITED LIABILITY COMPANY
- SOLE PROPRIETORSHIP/INDIVIDUAL

**6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:**

CONSTRUCTION OF A NEW ANIMAL COMMUNITY CENTER

4. FEDERAL TAX ID #: [REDACTED]

5. STATE TAX ID #: [REDACTED]

**7. AMOUNT OF STATE FUNDS REQUESTED:**

FISCAL YEAR 2014: \$ 1.5 MILLION

**8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:**

- NEW SERVICE (PRESENTLY DOES NOT EXIST)
- EXISTING SERVICE (PRESENTLY IN OPERATION)

SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE AT THE TIME OF THIS REQUEST:

STATE	\$0
FEDERAL	\$0
COUNTY	\$0
PRIVATE/OTHER	\$ <u>1,000,000</u>

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[REDACTED]

AUTHORIZED SIGNATURE

DONNA WHITAKER, EXECUTIVE DIRECTOR  
NAME & TITLE

JANUARY 24, 2013  
DATE SIGNED

## Application for Grants and Subsidies

*If any item is not applicable to the request, the applicant should enter "not applicable".*

### I. **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. Include the following:

#### 1. **A brief description of the applicant's background;**

The Hawaii Island Humane Society (HIHS) is a 501 (c)(3) non-profit organization established in Hilo in 1965, with the mission of preventing cruelty to animals, eliminating pet overpopulation, and enhancing the bond between humans and animals. In 1970, HIHS began providing animal control services to the County, and expanded its services to include Waimea and Kailua-Kona by 1990. For nearly 50 years, HIHS has continued to promote the compassionate and humane treatment of animals throughout the Big Island, and has been the sole provider of animal control services for the entire island for the past 21 years.

HIHS currently serves the Big Island community through the following programs and services:

- ❖ Shelter for homeless, stray, injured, lost and abandoned animals;
- ❖ Animal adoptions;
- ❖ Humane education programs for children and youth;
- ❖ Administration and promotion of the Spay/Neuter Community Assistance Program;
- ❖ Reunification of lost pets with their owners; and
- ❖ Enforcement of animal control laws and animal cruelty investigations.

Since 2009, HIHS has increased its educational outreach to schools and organizations on Hawaii Island, and has extended its programs to include at-risk and under-privileged children and teens. In fiscal year 2011, Hawaii Island Humane Society's curriculum-based education program served 3,758 Big Island students in 65 classrooms throughout 23 schools.

#### 2. **The goals and objectives related to the request;**

HIHS plans to construct an Animal Community Center in two phases on a 12-acre parcel of land located in Keauhou. Much more than just a shelter, Phase I plans call for the



construction of a 2-acre dog park with separate areas for large and small dogs, a Welcome Center, Education Center, Community Outreach and Program Center, ADA accessible restrooms, Bark Avenue to comfortably house dogs and puppies, the Fat Cat Mansion which will feature cage-free cat condos and a kupuna room, and Second Chance Place for stray dogs, cats, and other mammals. The Center will feature meandering trails and places designated for animals and their potential new families to socialize prior to adoption. Phase I construction will be completed at a cost of approximately \$7.0 million.

**3. The public purpose and need to be served;**

Hawaii Island Humane Society is currently located in small, hot, dilapidated structures located next to the Kona dump and green waste facility. Programming at HIHS is limited and far from reaching potential based on space constraints at the existing facility. Although the current location is provided to HIHS free of charge by the County of Hawaii, the facility's condition, coupled with reduced county funding, makes it difficult for the organization to fulfill its mission to prevent cruelty to animals, eliminate pet overpopulation and enhance the bond between humans and animals.

The new Animal Community Center will enable HIHS to facilitate more adoptions by relieving overcrowding and comfortably sheltering nearly two times the animals it currently houses at the existing facility. The new Center will also provide ample space for HIHS to expand its outreach to schools, particularly for at-risk children and teens who will be able to learn about responsibility, care, empathy and reciprocity through hands-on experiences with the shelter animals. At the Animal Community Center, young children will also have opportunities to participate in healthy outdoor activities after school in a safe, nurturing environment.

The Animal Community Center will be a place where our kupuna and veterans experiencing Post Traumatic Stress Disorder will be able to interact with animals in a serene environment that will improve the quality of life for those who are experiencing loneliness, depression, or loss of mobility. The new Center will be a community resource where families can allow their dogs to run off leash in the Dog Park, or come for a leisurely stroll or hike throughout the trails on the property.

**4. Describe the target population to be served; and**

Once completed, the Animal Community Center will enable HIHS to better serve children and adults of all ages by facilitating pet adoptions, or reuniting families with lost pets. Preschoolers to senior adults will enjoy walking or hiking through the winding trails throughout the new facility, or socializing with their pets at the Dog Park. Students ages 6-17 years old will be the focus of HIHS' Humane Education Program at the Animal Community Center. Classes will be designed to teach self-esteem, compassion, respect and responsibility through hands-on activities with animals at the Center, particularly for at-risk and underserved children and youth. Special programs and volunteer

opportunities at the Center will also be designed to meet the needs of our kupuna, as well as veterans who would benefit from the therapeutic value of pets.

**5. Describe the geographic coverage.**

The Animal Community Center will be a community resource benefiting residents from all parts of Hawaii Island, as well as students from public, private and charter schools throughout the island.

**II. 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;**

HIHS Executive Director Donna Whitaker and the Board of Directors will work with the contractor to ensure that all construction milestones are completed within budget and according to the predetermined schedule. Grant-in-Aid funds will be used toward Phase I construction of the Animal Community Center, which includes the Dog Park, Welcome Center, Education Center, Community Outreach and Program Center, ADA accessible restrooms, Bark Avenue, the Fat Cat Mansion, and Second Chance Place. Funds may also be used toward the purchase of furniture, fixtures and equipment, as well as other related costs.

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

Once Grant-in-Aid funds are secured and released, HIHS anticipates that Phase I construction will be completed by June 2015.

**3. Describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results; and**

The Executive Director will work with the contractor to identify and establish key construction milestones to evaluate the progress of the project and to ensure that it stays within budget. The Executive Director will provide the Board with regular reports and updates so that the construction project may be monitored on an ongoing basis.

**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.**

HIHS will report to the State quarterly progress toward its pre-established construction milestones.

### **III. Financial**

#### **Budget**

- 1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.**
  
- 2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2014.**

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$375,000	\$375,000	\$375,000	\$375,000	\$1,500,000

- 3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2014.**

HIHS will seek additional funding from individuals, as well as from local and mainland foundations, corporations and small businesses in 2014.

- 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.**

This does not apply.

### **IV. Experience and Capability**

#### **A. 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.**

HIHS has been promoting the compassionate and humane treatment of animals throughout the Big Island for nearly 50 years, and has been the sole provider of animal control services for the entire island for the past 21 years. In 2009, HIHS was honored to be the recipient of the Kona-Kohala Chamber of Commerce Pualu Awards for Community Education. The following year in 2010, HIHS received the prestigious Koa Anvil Award for Reputation/Brand Management by the Public Relations Society of America.

Since its inception, HIHS has worked with the County to provide pet adoptions, spay and neutering, and effective outreach to Hawaii Island. Despite a challenging economy, HIHS has made every effort to maintain a frugal budget through operational efficiencies. In the past several years, HIHS has hosted and assisted in the coordination of numerous events to raise funds, educate and build awareness of its mission. The level of community support for HIHS through these events continues to exceed expectations. HIHS has also established respectful partnerships with radio, local print media, and other animal welfare agencies. HIHS also has an active Board who works with the staff to guide, implement and promote the capital campaign, as well as open doors to potential donors.

## **B. 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. The applicant shall also describe how the facilities meet ADA requirements, as applicable.**

HIHS currently owns an expansive shelter located in Keaau, with 32 dog kennels, a separate cat house with two cat “condos,” a fully equipped spay/neuter surgery and a dog acquaintance yard. Beginning in 2002, HIHS obtained an ongoing lease with Parker Ranch to continue shelter operations at a facility in Waimea, which currently has three dog kennels and a new cattery built in 2006. In Kona, the County contract offers HIHS use of the County-owned facility, which also has 32 dog kennels, a cat area with two condos, and an acquaintance yard. Kona is the center of HIHS administration, and administrative personnel have space in the Kona shelter.

The Kona facility is located next to the County dump and green waste facility, and cannot be expanded to meet the growing demand for animal sheltering, as well as for HIHS programs and services. Through the generous financing of an anonymous community member, HIHS was able to purchase a 12-acre parcel of land centrally located in the cool mauka area of Keauhou. With easy access from Queen Kaahumanu Highway, this parcel of land, formerly the location of Fuku Bonsai (Tanaka Quarry), will be the site of the Hawaii Island Humane Society Animal Community Center. Once completed, facilities constructed as part of the Animal Community Center will be ADA compliant and accessible to both young children and kupuna alike.



## **V. Personnel: Project Organization and Staffing**

### **A. 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.**

Donna Whitaker serves as the Executive Director to the Hawaii Island Humane Society. Donna has more than 15 years of experience with veterinarian services on the island. She holds a degree in business administration from the University of Hawaii at Hilo, and has been a lifelong animal lover, animal owner and animal welfare advocate. Donna has seen the effects of over breeding and overpopulation and has worked to strengthen laws and educational outreach on behalf of animals. Her organizational and customer service skills along with her concern for the animals in our communities make her an ideal candidate for this challenging project. Donna's strong desire to increase pet sterilization opportunities on the Big Island and increase educational outreach has led to success in grant writing and obtaining alternate funding sources.

### **B. 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 organizational chart that illustrates the placement of this request.**

The Organizational Chart is attached.

## **VI. Other**

### **A. 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.**

This does not apply.

**B. Licensure or Accreditation**

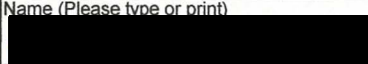
**The applicant shall specify any special qualifications, including but not limited to licensure or accreditation that applicant possesses relevant to this request.**

This does not apply.



**BUDGET REQUEST BY SOURCE OF FUNDS**  
(Period: July 1, 2013 to June 30, 2014)

Applicant: Hawaii Island Humane Society

<b>BUDGET CATEGORIES</b>	<b>Total State Funds Requested (a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
A. PERSONNEL COST	0			
1. Salaries	0			
2. Payroll Taxes & Assessments	0			
3. Fringe Benefits	0			
TOTAL PERSONNEL COST	0			
B. OTHER CURRENT EXPENSES	0			
1. Airfare, Inter-Island	0			
2. Insurance	0			
3. Lease/Rental of Equipment	0			
4. Lease/Rental of Space	0			
5. Staff Training	0			
6. Supplies	0			
7. Telecommunication	0			
8. Utilities	0			
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	0			
C. EQUIPMENT PURCHASES	0			
D. MOTOR VEHICLE PURCHASES	0			
E. CAPITAL	1,500,000	3,000,000	2,000,000	500,000
<b>TOTAL (A+B+C+D+E)</b>	<b>1,500,000</b>	<b>3,000,000</b>	<b>2,000,000</b>	<b>500,000</b>
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	1,500,000	Donna Whitaker	808-329-8002	
(b) Private Funds	3,000,000	Name (Please type or print)	Phone	
(c) Foundations/Corporations	2,000,000		1/24/13	
(d) Community Campaign	500,000	Signature of Authorized Official	Date	
<b>TOTAL BUDGET</b>	<b>7,000,000</b>	Donna Whitaker, Executive Director		
		Name and Title (Please type or print)		

# BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Hawaii Island Humane Society

Period: July 1, 2013 to June 30, 2014

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Not Applicable				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				



## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Hawaii Island Humane Society

Period: July 1, 2013 to June 30, 2014

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Not Applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
Not Applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				

## BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: Hawaii Island Humane Society

Period: July 1, 2013 to June 30, 2014

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2011-2012	FY: 2012-2013	FY:2013-2014	FY:2013-2014	FY:2014-2015	FY:2015-2016
PLANS	0	0	0	0		
LAND ACQUISITION	0	835000	0	0		
DESIGN	0	0	0	0		
CONSTRUCTION	0	165000	1500000	4500000		
EQUIPMENT	0	0	0	0		
<b>TOTAL:</b>	<b>0</b>	<b>1000000</b>	<b>1,500,000</b>	<b>4,500,000</b>		
<b>JUSTIFICATION/COMMENTS:</b> Grant-in-Aid funds will be used toward Phase I construction of the Animal Community Center. Funds may also be used toward the purchase of furniture, fixtures, and equipment, as well as for other related costs.						


**DECLARATION STATEMENT OF  
APPLICANTS FOR GRANTS AND SUBSIDIES 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 and subsidies 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 or subsidy 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 or subsidy 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 or subsidy.
- 2) 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 or subsidy is awarded shall be conducted or provided.
- 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.

Pursuant to Section 42F-103, Hawai'i Revised Statutes, for grants or subsidies used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant or subsidy 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 or subsidy 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.

<u>Hawaii Island Humane Society</u> (Typed Name of Individual or Organization)	
	1/24/13
(Signature)	(Date)
<u>Donna Whitaker</u> (Typed Name)	<u>Executive Director</u> (Title)



# Hawaii Island Humane Society

January 2013

