

House District _____

Senate District _____

**THE TWENTY-SEVENTH LEGISLATURE
APPLICATION FOR GRANTS AND 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): _____

STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN): _____

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:
Keep the Hawaiian Islands Beautiful
Db/a:

Street Address:
1000 Holumua Rd., Old Maui High School, Paia 96779
Mailing Address:
P.O. Box 2610, Wailuku, HI 96793

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name **Michael Owens**
Title **President**
Phone # **(808) 383-8177**
Fax # _____
e-mail **mowens@khib.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:

Keep the Hawaiian Islands Beautiful

Funding request to coordinate a preexisting network of volunteer-based environmental organizations statewide toward the common goals of litter prevention, community beautification, and environmental education.

4. FEDERAL TAX ID #: _____

5. STATE TAX ID #: _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2015: \$ **\$175,200**

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 \$ **\$200**

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

AUTHORIZED SIGNATURE

Michael Owens - President

NAME & TITLE

29 JAN 2014
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;

Keep the Hawaiian Islands Beautiful (KHIB) is a local 501(c) (3) nonprofit, volunteer-based organization established in 2008 as the Hawaii state affiliate of Keep America Beautiful (KAB). KHIB's mission is to provide a support structure for local organizations and County affiliates and to educate, engage and empower individuals to effect positive changes in their community environments.

KHIB was established in FY 2008 through a State Grant-in-Aid award, but has not received any State funding since. KHIB has continued to organize volunteer cleanup programs, educate, and train community members in Hawaii by relying on private donations and volunteer staff. However, the financial downturn has made fundraising increasingly difficult and support of the State has never been more critical to this organization's continued existence.

2. The goals and objectives related to the request;

Hawaii's economic vitality and long-term economic stability depends equally on a clean and healthy environment along with the development and empowerment of "caring communities." Tourism, public health, and quality of life issues are directly linked to the health of the environment. To contribute to the health of the environment by engaging residents and visitors in the State, KHIB provides a single "go to" point of contact for community organizations and volunteers engaging in community beautification, cleanup, greening, and environmental improvements, creating a shared sense of ownership and accountability to both the environment and related quality of life issues.

KHIB will collect and disseminate environmental information and data, providing much needed public access and feedback critical for short- and long-term volunteer commitment, organizational effectiveness, and a healthy community identity. This resource provides transparency in terms of need, response, effectiveness, and evaluation methods, and will build confidence in the overall state- wide response and subsequent actions to address local community needs.

Specific goals of this funding request include:

- a. Continuous recruitment, training, maintenance, and retention of thousands of “career” and episodic volunteers within the private and public sectors in keeping with current trends and developments in modern volunteerism, facilitating a statewide network of volunteer groups and promoting public recognition for the work of these volunteers.***
- b. Facilitation and oversight of a statewide hotline initially developed in 2008 as a litter hotline, to monitor and act as a clearinghouse for problems associated with illegal dumping, uncovered truck loads, marine and coastal debris and litter, and other environmental concerns.***
- c. Organize and coordinate volunteer response groups to address problems identified through the hotline and undertake measures to trace the source of the problems and address them.***
- d. Dissemination of newly developed curriculum and educational materials for schools, communities and the public at large, addressing litter and solid waste behaviors.***
- e. Upgrading of technology and equipment, providing assistance in the development of on-line linkages to communication systems for all affiliates, including social media.***

3. The public purpose and need to be served;

Data collected since 1988 as a result of the Hawaii volunteer International Coastal Cleanups and EPA funded scientific coastal monitoring indicate that 70 to 75% of the debris littering our coast lines and watersheds is generated by human actions on land. This program will provide greater access to information and resources, making informed behavior change possible and allowing greater participation that is more productive for both residents and visitors alike as they seek to protect and enjoy Hawaii's environment.

The hotline and related website provides a centralized repository of data that can be utilized by both organizations planning their next activity as well as government offices

and agencies to identify problem areas, more effectively utilize limited resources, justify funding requests, and accurately respond to program reporting requirements.

Environmental leaders and their volunteers have identified a long standing need for effective communication, coordination, and support for the numerous organizations and community volunteers in the field in order to maximize and more effectively utilize inherently limited resources. This project directly addresses this need by implementing specifically identified infrastructure needs.

Hawaii governmental agencies simply do not have the money or personnel to directly address all of the various needs facing our local communities at the grassroots level. For many years a chronic need for coordination of effective grass roots communication has been identified by organizational leaders and volunteers. This need results in inefficient use of volunteers, duplicative programs, the splintering of available finite monetary resources among organizations that are unaware of complementary opportunities, existing data, availability of volunteers, or simply how to communicate needs and requirements.

The lack of comprehensive communication coordination also results in an inability to quantify pertinent data leaving no way to measure program impacts and hobbling productive work. Volunteers become frustrated with the unclear multi-jurisdictional priorities and responsibilities. This program directly addresses these needs.

4. Describe the target population to be served; and

This finding request provides a critical piece of infrastructure that gives all residents of Hawaii the ability to positively influence the State's environment by reporting and monitoring environmental issues State wide.

5. Describe the geographic coverage.

The applicable geographic area is the entire State of Hawaii, with an emphasis on shoreline and near shore areas as they tend to be the most visible.

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.

1. Describe the scope of work, tasks and responsibilities;

To accomplish the program goals, points of contact will be established and collaborative agreements will be obtained from first responders, to include a matrix of

responses and actions required for a range of anticipated situations. The matrix will provide contact information for the hotline which will be implemented and publicized. Environmental organizations will be identified and contact information will be documented. This list will be continually updated and the information gathered will be entered into the KHIB website for tracking and publicizing ongoing community environmental projects. Inquiries taken from the hotline, email, and the website will be directed to available resources and activities. This will make volunteer opportunities more accessible and productive, organizational objectives clearer, and governmental monitoring more effective.

This KHIB program will leverage community organizations and the willingness of our volunteers to take on the everyday tasks of improving our environment and quality of life. Using the Keep America Beautiful (KAB) model, KHIB will also be able to provide documentation of community, industry, and volunteer match, which leverages small government inputs, triggering a multiplier effect with outputs far in excess of those dollars' direct value. A survey of several (6) local environmental organizations undertaken in the July/August timeframe of last year (2013) identified a clear desire on the part of those organizations to have this kind of capability available to them, as it helps to eliminate duplication of effort and permits them to better utilize their own resources.

2. Projected annual timeline for accomplishing the results or outcomes of the service;

The hotline and website as planned will serve the State of Hawaii year round as KHIB and its affiliated organizations identify and respond to needs throughout the year.

By October 2014, KHIB will conduct at least two meetings of statewide affiliates and solicit continuing grant applications for program operations that meet established application criteria. Meetings and activities will be documented, and memoranda of agreements established where sub-grants are awarded.

By December 2014, KHIB will make presentations of capacity building resources available to affiliates on topics such as volunteer coordination, partnerships with business, government, community, and general non-profit organizational structure and accountability.

By March 2015, a statewide network gathering will be conducted and awards and recognition of statewide leadership made. Local or county affiliates will be encouraged and supported to hold events to recognize local volunteers, partnerships and leadership. KHIB will report on these activities.

On-going:

The statewide hotline will be monitored and procedures will be modified/improved as need indicates.

Technology and equipment will be monitored and upgraded as needed; the statewide computer and communications system will be expanded to include some teleconferencing and social media utilization.

The educational curriculum will be made available to schools throughout Hawaii. KHIB will recognize individual classes for outstanding projects or participation through a process of recognition outlined in educational packets.

Where possible, specific efforts during the year will be coordinated with national program efforts, as KHIB is the Keep America Beautiful (KAB) Hawaii State Affiliate coordinator for "The Great American Cleanup" from March through May, the International Coastal Cleanup (ICC) Hawaii's "Get The Drift and Bag It!" held September through October, and "America Recycles Day" in November. These programs and others have a long history here and will be incorporated into the KHIB program.

In addition there are locally developed and ongoing environmental and recycling efforts such as "Going Green" and "Aloha Aina" events, and others sponsored by corporate and business entities, that have expressed interest and willingness to use their events in support of this program. The primary measure of success for this program is the degree of its use, and increasing use, by the public as measured by number of reports and inquiries made, by environmental organizations in terms of the degree to which the data is utilized in their own programs, and by government through requests for summary data and reports for their internal use.

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

Quality assurance will be the responsibility of the KHIB Executive Director. This funding request will sustain this position.

As KAB's state affiliate, KHIB coordinates KAB local affiliates' submission of annual reports and statistical data to state leaders and the national organization. Affiliates must also include a study or annual comparison of litter on a year-to-year basis (litter Index). This statistical tracking is compiled to create a cost benefit analysis at the end of each project, and subsequently a cost benefit ratio at the end of each year. As an aside, for over 12 years these statistics have shown that for every government dollar contributed, an annual average of \$11.00 of service was provided to the community. In 2007 all of the certified affiliates in Hawaii were recognized at the annual Keep America Beautiful Conference with the President's Circle Award for excellence in reporting and meeting the requirements of good standing.

KHIB undergoes an independent audit performed annually by an outside accounting firm. Approved internal accounting procedures are in place to perform project tracking

and fund reporting. We have made great strides to comply with Sarbanes Oxley and other requirements for non-profits, as it relates to our smaller affiliates. KHIB will continue to operate as the fiscal agent for several programs: including local affiliates until they are able to achieve capacity to become independent.

KHIB will also continue as the umbrella agent for other organizations pursuing their 501(c) (3) status, certification through Keep America Beautiful, and involvement in improving Hawaii's quality of life.

KHIB is in compliance with county, state and federal reporting requirements and laws recognizing non-profits. Reports and audits are reviewed by contracting agencies, foundations, and the Board of Directors. Affiliates are assisted in building their capacity to maintain compliance with new regulations and requirements.

4. The applicant shall 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.
 - a. *Statistics from statewide hotline regarding reporting of problems, requests, and illegal dumping – including coastal debris logging which may be related to the recent Japanese tsunami.*
 - b. *Local affiliates summary reporting: statewide count of cleanup events, count of volunteer hours, quantity of litter collected, and cost-benefit analysis.*
 - c. *Count of training events.*
 - d. *Volunteer recruitment statistics.*

III. Financial

Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.

Please see attached.

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2015.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$65,080	\$35,040	\$35,040	\$40,040	\$175,200

3. The applicant shall provide a listing of all other sources of funding that they are trying to obtain for fiscal year 2015.

***Keep America Beautiful
Target City Grants
Cigarette Litter Prevention
America Recycles Day
Private Foundations
Hawaii Community Foundation
Hawaii Tourism Authority
City and County of Honolulu GIA***

4. The applicant shall provide a listing of all state and federal tax credits that have 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.

None.

5. *Balance of unrestricted current assets as of December 31, 2013*

< \$500

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.

Keep the Hawaiian Islands Beautiful (KHIB) is the State Leader for the Keep America Beautiful (KAB) system in Hawaii and represents affiliates located on all the main

Hawaiian Islands. KAB has operated through local affiliates for twenty years in Hawaii, and KHIB was formed over five years ago to expand the KAB mission, including the administration of grants and supporting the efforts of these affiliates. The work supported by KHIB includes, but is not limited to, litter pick-ups, recycling programs, graffiti education and removal programs, park and roadside improvements, classroom demonstrations, native plant restoration and marine and ocean cleanup and monitoring programs.

Through the execution of former grants, KHIB has proven that it has the capacity to assume an increased statewide presence on the issues and projects relating to environmental education, solid waste initiatives and other programs concerning the health of our environment. Currently KHIB has available office facilities on Oahu (as well as on Maui) in the Kalihi area. The hotline project has been discussed and planned for over five years and the concept is supported by several local environmental and community services organizations, including Nani O Waianae and Keep Honolulu Beautiful. Other organizations have agreed to support the effort once implemented.

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. Also describe how the facilities meet ADA requirements, as applicable.

KHIB has offices on Maui and Oahu. On Maui, the office is at Old Maui High School building #4 at Hamakuapoko, Maui, and is supported via community service and interested volunteers coordinated by KHIB. The Oahu office is in Kalihi and is sustained through the donation of office space from a private sector partner.

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.

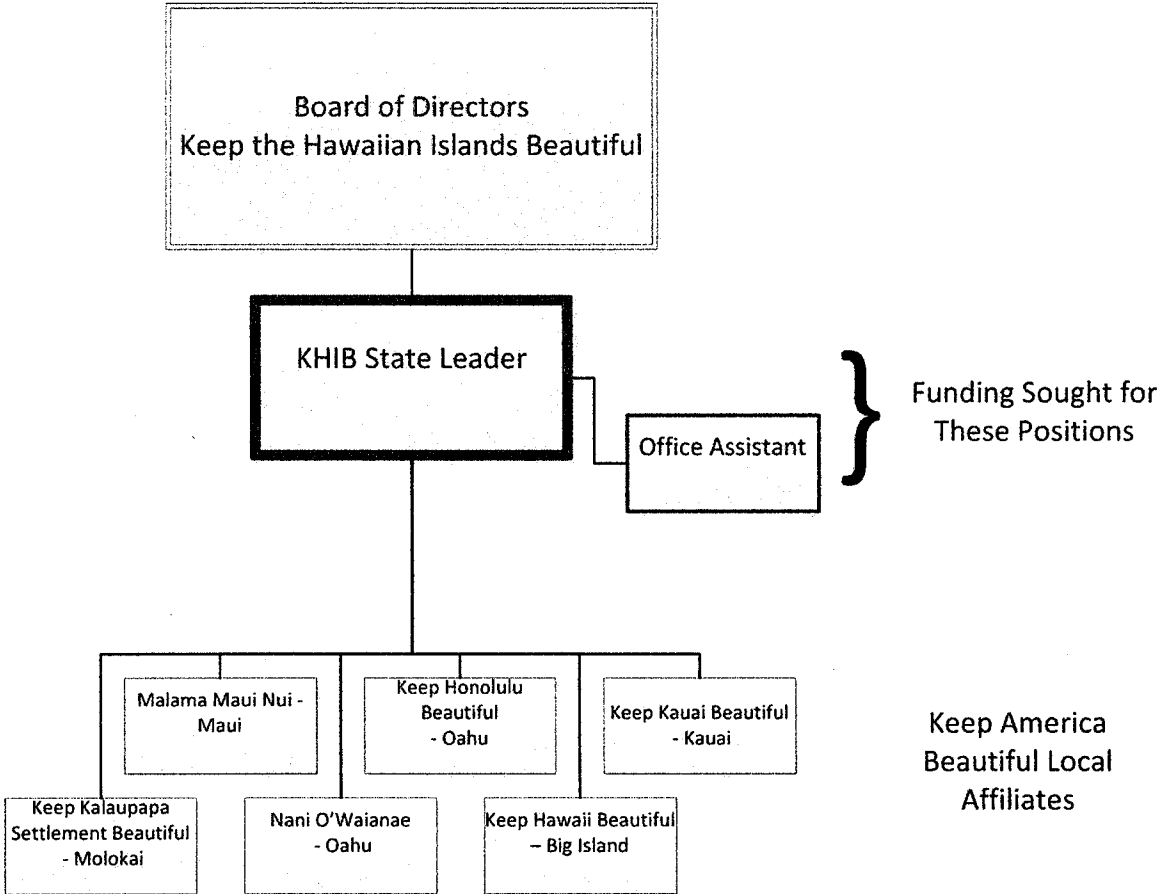
Oversight of this grant would come from State Leader and Board of Directors of KHIB. One full-time staff person with experience in secretarial and office management would be requested to support the coordination of materials and implementation of statewide programs supported by this grant. Support staff will also be needed to augment the affiliates and build their administrative strength and capacity as individual organizations to maximize their volunteer coordination. Each

organization has sought candidates who have appropriate skills and experience as dictated by the duties of their positions as well as familiarity with environmental issues.

Contractual staff will be required to maximize the potential of each affiliate within the grant year. A professional grant writer would be contracted to seek out and apply for appropriate grants that would increase the financial capacity of the organization while reducing the organization's direct dependence on government subsidy. Through obtaining greater support, affiliates would be better able to obtain and retain staff, as well as maximizing their organization's reach into the community. When a more established presence is achieved, fundraising will become the primary source of funds for self-sufficiency.

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.



C. Compensation

The applicant shall provide the annual salaries paid by the applicant to the three highest paid officers, directors, or employees of the organization by position.

KHIB does not have any paid staff. The retirement of Jan Dapitan, who has been volunteering as State Leader since 2008, makes this funding request even more urgent. Without committed full-time leadership, KHIB will not be able to effectively meet the needs of our state, and the goals of this funding request.

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.

KHIB is not party to any outstanding litigation or legal action.

B. Licensure or Accreditation

Specify any special qualifications, including but not limited to licensure or accreditation that applicant possesses relevant to this request.

Keep America Beautiful affiliates Malama Maui Nui, Keep Hawaii Beautiful, Nani O'Waianae have been continuously certified by KAB since March of 1993. Ho'olokahi, the forerunner of Keep Kauai Beautiful was pre-certified prior to Hurricane Iniki and has since gained certification along with Keep Honolulu Beautiful and Keep Kalaupapa Settlement Beautiful. In keeping with the goal of the grant for development of the network, Molokai and Lanai will be establishing leadership communities.

BUDGET REQUEST BY SOURCE OF FUNDS
(Period: July 1, 2014 to June 30, 2015)

Applicant: Keep the Hawaiian Islands Beautiful

BUDGET CATEGORIES	Total State Funds Requested (a)	(b)	(c)	(d)
A. PERSONNEL COST				
1. Salaries	73,000			
2. Payroll Taxes & Assessments	14,700			
3. Fringe Benefits				
TOTAL PERSONNEL COST	87,700			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	2,500			
2. Insurance	3,000			
3. Lease/Rental of Equipment	1,500			
4. Lease/Rental of Space				
5. Staff Training	6,000			
6. Supplies	15,000			
7. Telecommunication	4,000			
8. Utilities	3,500			
9. Airfare Mainland	5,500			
10. Volunteer Recognition	10,000			
11. Educational Materials & Fees	1,500			
12. Professional Services / Contract	25,000			
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	77,500			
C. EQUIPMENT PURCHASES	10,000			
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	175,200			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	175,200	Michael Owens (808) 383-6177		
(b) Private Foundations / Grants	2,000	[Redacted] Phone		
(c) Fund Raising	10,000	[Redacted] 1/30/2014		
(d) KAB Grants	2,000	Signature of Authorized Official Date		
TOTAL BUDGET	189,200	KHIB President Name and Title (Please type or print)		

BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Keep the Hawaiian Islands Beautiful

Period: July 1, 2014 to June 30, 2015

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
State Leader / Director		\$39,000.00	100.00%	\$ 39,000.00
Full Time Office Assistant		\$28,500.00	100.00%	\$ 28,500.00
Taxes/Benefits		\$20,200.00	100.00%	\$ 20,200.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
TOTAL:				87,700.00
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS

Applicant: Keep the Hawaiian Islands Beautiful

Period: July 1, 2014 to June 30, 2015

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: 2012-2013	FY: 2013-2014	FY:2014-2015	FY:2014-2015	FY:2015-2016	FY:2016-2017
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS: NOT APPLICABLE - NO CAPITAL IMPROVEMENTS						

**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.

Keep the Hawaiian Islands Beautiful

(Typed Name of Individual or Organization)

(Signature)

Michael Owens

(Typed Name)

29 JAN 2014
(Date)

President

(Title)