

House District 24  
Senate District 11

THE TWENTY-EIGHTH LEGISLATURE  
APPLICATION FOR GRANTS  
CHAPTER 42F, HAWAII REVISED STATUTES

Log No:

For Legislature's Use Only

Type of Grant Request:

GRANT REQUEST - OPERATING

GRANT REQUEST - CAPITAL

"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.

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

STATE DEPARTMENT OR AGENCY RELATED TO THIS REQUEST (LEAVE BLANK IF UNKNOWN):

DEPARTMENT OF LAND & NATURAL RESOURCES

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

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:  
Hawaii Nature Center, Inc.  
Db: Hawaii Nature Center

Street Address: 2131 Makiki Heights Drive  
Honolulu, HI 96822

Mailing Address: 2131 Makiki Heights Drive  
Honolulu, HI 96822

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name DYANNA OKAZAKI

Title Executive Director

Phone # 808/955-0100 ext.125

Fax # 808/955-0116

E-mail dyanna@hawaiinaturecenter.org

3. TYPE OF BUSINESS ENTITY:

- NON PROFIT CORPORATION INCORPORATED IN HAWAII
- FOR PROFIT CORPORATION INCORPORATED IN HAWAII
- LIMITED LIABILITY COMPANY
- OTHER
- SOLE PROPRIETORSHIP/INDIVIDUAL

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

THE GREEN MACHINE: EFFICIENT TECHNOLOGY OF WASTEWATER TREATMENT FOR THE HAWAII NATURE CENTER

4. FEDERAL TAX ID # [REDACTED]

5. STATE TAX ID #: [REDACTED]

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2016: \$ 31,400

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 \$ \_\_\_\_\_

FEDERAL \$ \_\_\_\_\_

COUNTY \$ \_\_\_\_\_

PRIVATE/OTHER \$ 6,400

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

[REDACTED]

DYANNA OKAZAKI, EXECUTIVE DIRECTOR

1/29/15

AUTHORIZED SIGNATURE

NAME & TITLE

DATE SIGNED



RECEIVED  
1-30-15

✓

## Application for Grants

*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. Please include the following:

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

Established in 1981, the Hawaii Nature Center (HNC) is a 501(c)(3) non-profit organization that has been a leader in environmental education in Hawaii for more than thirty-four years. Our mission is to foster awareness, appreciation and understanding of Hawaii's environment and to encourage wise stewardship of the Hawaiian Islands by educating children with an interactive and immersive approach.

The Hawaii Nature Center offers award-winning programs to more than 15,000 children on Oahu and Maui each year, helping to encourage environmental stewardship through hands-on investigative field study and experiences. Educational programs are primarily conducted outdoors in the field, exposing children to a range of ecosystems in watershed, forest, marsh and coastal environments. These featured programs are conducted at the following field sites: Makiki Valley Watershed, Pu'u 'Ualaka'a State Park, USFWS Honouliuli National Wildlife Refuge, Waimanalo Beach Park, and Pouhala Marsh on Oahu; and 'Iao Valley and USFWS Kealia Pond National Wildlife Refuge on Maui. More than 870,000 children and adults have participated in our programs since our inception.

The Hawaii Nature Center continues to shine as Hawaii's leading environmental education organization because of its strong relationships with several private foundations, organizations and government agencies; dedicated, passionate and highly-qualified educational and administrative staff; active cadre of more than 1,200 volunteers; and, a strong demand for our science-based programs that encompass highly-valued curricula. Our goal is to inspire within students, teachers and families alike a deeper appreciation for our planet, and the lessons learned at the Hawaii Nature Center last far beyond the enrichment received.



2. The goals and objectives related to the request;

**“The Green Machine: Efficient Technology of Wastewater Treatment for the Hawaii Nature Center”**

The Grant-In-Aid budget request for “The Green Machine: Efficient Technology of Wastewater Treatment for the Hawaii Nature Center,” is to support one full-time employment salary for a wastewater operator position at the Hawaii Nature Center. This position would serve to operate and maintain the Green Machine; and the requested funds would subsidize the cost of operator training and ongoing maintenance labor.

The Green Machine is a constructed wetland wastewater recycling facility located in Makiki Valley that provides wastewater treatment for the Hawaii Nature Center’s main educational facility. Installed at the Hawaii Nature Center in 2006 with funding from a U.S. EPA community projects grant, the Green Machine cleans water naturally and is modeled on natural Hawaiian wetland ecosystems and engineered with a smaller semi-mobile footprint. The facility is allowed by the State of Hawaii Department of Health to treat 1,000 gallons a day of wastewater from the Hawaii Nature Center’s main educational facility to a Hawaii R-2 recycled water quality.

Should GIA funding be received, the Hawaii Nature Center will negotiate with the current operator for a use agreement and/or contract for a specific length of time.

3. The public purpose and need to be served;

The Green Machine is the wastewater treatment facility for the Hawaii Nature Center’s main educational facility, the Harry and Jeanette Weinberg Interpretive Center. The Weinberg Interpretive Center serves as the physical heart of the Hawaii Nature Center headquarters in that we offer educational and community programs that use this facility as the main orientation center to more than 10,000 children, youth and families from across the state, country and world each year.

From this Center, we provide environmental education programs to public and private preschool, elementary and middle school children; teacher workshops and conferences, volunteer activities; and community and weekend programs for organizations, individuals and families as well educational opportunities for teachers, visitors from abroad, and the general public.

4. Describe the target population to be served; and

The target population is the more than 10,000 annual users of the Hawaii Nature Center's main education facility who come from across the state, country and all over the world to learn about Hawaii's pristine environment, ecological habitats, as well as sustainability and stewardship practices.

5. Describe the geographic coverage.

Makiki Valley has the unique advantage of close proximity to the urban center of Honolulu and Waikiki, and is also easily accessible from Windward Oahu. Located at the gateway to one of the most popular trail systems on Oahu, our Hawaii Nature Center facility headquarters provides environmental education programs and services to audiences worldwide.

## **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;

### *Scope of Work*

The Hawaii Nature Center's wastewater operator will operate and manage the Green Machine as follows:

#### Phase 1:

- 1) Attend an Operator Training Session

- The operator will attend an initial training session conducted by a qualified expert who will provide educational training on the overall operations and maintenance requirements of the Green Machine

#### Phase 2:

- 2) Operate the Green Machine which will require frequent observation and ongoing maintenance as follows:

- Weekly maintenance: Tasks include cleaning the irrigation filters and maintaining the plantings in the treatment tank
- Quarterly maintenance: Collecting data on water quality including a residual chlorine measurement

- Annual maintenance: Painting and rust treatment of the facility to maintain the structural integrity and aesthetic quality of the steel catwalk and treatment tanks
  - As needed: Replacement of physical plant items such as pumps, blower, solar panels, etc.; and materials and supplies such as hand soap, pest control and chlorine
2. Provide a projected annual timeline for accomplishing the results or outcomes of the service;

Activities Timeline: 2015-2016

Phase 1: Operator Training (July 2015)

Phase 2: Operational and Maintenance Labor (August 2015 – June 2016)

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

Evaluation is built into every aspect of our programming at the Hawaii Nature Center. Regular staff performance is monitored and evaluated through procedures that include verbal feedback by the employee's supervisor, annual written evaluations and annual self-evaluations.

This wastewater operator position would fall under the supervision of the Volunteer Program Manager, who has worked at the Hawaii Nature Center for more than 20 years and who currently manages two part-time maintenance employees. The funds received would allow us to convert one of the part-time maintenance employees into a full-time employee/wastewater operator.

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.

The Hawaii Nature Center will share quality control maintenance and data collection reports with the State agency. HNC will request reporting instructions from the qualified wastewater treatment facility expert who will conduct the initial operator training.



**III. Financial**

**Budget**

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

See Appendix A: Budget Narrative

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2016.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$7,850	\$7,850	\$7,850	\$7,850	\$31,400

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2016.

The Hawaii Nature Center is seeking funding for operational expenses for environmental education programs on Oahu and Maui.

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.

N/A

5. The applicant shall provide a listing of all government contracts and grants it has been and will be receiving for program funding.

N/A

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2014.

The balance of unrestricted current assets is approximately \$3.5 million.

**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.

With approved funding, the Hawaii Nature Center will convert a part-time maintenance employee into a full-time employee/wastewater operator. This individual will receive the necessary training to monitor, operate and maintain the Green Machine and its systems. This individual will also be directly supervised by HNC's Volunteer Program Manager, who is a quality long-standing employee in the organization and the community.

Central to the success of the Hawaii Nature Center is its Board of Directors (see Appendix B: Board of Directors). Composed of a diverse group of men and women who are recognized leaders in the community, our Board has demonstrated a commitment to the mission of the Hawaii Nature Center. Board members are selected based upon their expertise in areas such as law, marketing, education, etc., as well as for their ability to provide financial support. The Board is responsible for major policy decisions, strategic planning, fiscal responsibility, and overseeing the Executive Director.

The Executive Director serves as the chief executive officer, reports to the Board of Directors, and is responsible for all daily operations of the organization. The Executive Director is supported by a management team comprising of an Education Program Manager, Volunteer Program Manager, and Development Manager. This team oversees and manages all day-to-day operations of Hawaii Nature Center programs, facilities, and personnel on Oahu and Maui.

## **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 Hawaii Nature Center currently operates facilities on Oahu and Maui:

- On Oahu in Makiki Valley, there is a main educational center, the Harry and Jeannette Weinberg Interpretive Center, which includes a classroom, storage, staff kitchen area and facilities for schools and community use; an open-structured Rain Pavilion; and, an administrative building.
- On Maui in 'Iao Valley, our facility comprises three separate buildings including an Interactive Nature Museum and Gift Shop, a classroom facility, and a lodging facility for school and community groups.

Facilities on both Oahu and Maui include displays and activities that complement the environmental education programs. While these specifically target school groups, they also serve families and community groups as well as weekend and intersession program participants.

**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.

The maintenance personnel funded by this proposal satisfy the qualifications described in this section. All maintenance staff are required to have training in various areas of maintenance work.

Hawaii Nature Center personnel policies encourage regular staff training and development. As a learning community, supervisory and maintenance staff meet each week to review results, highlight lessons learned and share successes and challenges. This continual process spotlights best practices and lifts the overall performance of the department.

**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 organization chart that illustrates the placement of this request.

See Appendix D: Organization Chart

**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.

The annual salaries for the three highest paid HNC employees:

Dyanna Okazaki, Executive Director - \$81,889

Pauline Kawamata, Volunteer Manager - \$51,757

Jamie Nakama, Education Manager - \$44,759



**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.

Not applicable.

**B. Licensure or Accreditation**

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

Not applicable.

**C. Federal and County Grants**

The applicant shall separately specify the amount of federal and county grants awarded since July 1, 2014.

Not applicable.

**D. Private Educational Institutions**

The applicant shall specify whether the grant will be used to support or benefit a sectarian or non-sectarian private educational institution. Please see Article X, Section 1, of the State Constitution for the relevance of this question.

Not applicable.

**E. Future Sustainability Plan**

The applicant shall provide a plan for sustaining after fiscal year 2015-16 the activity funded by the grant if the grant of this application is:

- (1) Received by the applicant for fiscal year 2015-16, but
- (2) Not received by the applicant thereafter.

The Hawaii Nature Center has long demonstrated its expertise in providing quality programs to Hawaii's children and youth, families and community members. We anticipate that this project can be sustained and expanded within the current institutional structure with continued financial investment from the Hawaii Nature Center's annual fundraising programs such as our Green Gala and soon-to-be-launched Major Gift Donor program.

**F. Certificate of Good Standing (If the Applicant is an Organization)**

If the applicant is an organization, the applicant shall submit one (1) copy of a certificate of good standing from the Director of Commerce and Consumer Affairs that is dated no earlier than December 1, 2014.

See Appendix E: Certificate of Good Standing

## BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2015 to June 30, 2016

Applicant: \_\_\_\_\_

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
<b>A. PERSONNEL COST</b>				
1. Salaries	24,000			
2. Payroll Taxes & Assessments				
3. Fringe Benefits				6,400
<b>TOTAL PERSONNEL COST</b>	<b>24,000</b>			<b>6,400</b>
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies	5,000			
7. Telecommunication				
8. Utilities				
9. Operator Training	2,400			
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>7,400</b>			
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>31,400</b>			<b>6,400</b>
<b>SOURCES OF FUNDING</b>		<b>Budget Prepared By:</b>		
(a) Total State Funds Requested	31,400	Dyanna Okazaki <span style="float: right;">808/955-0100</span>		
(b) Total Federal Funds Requested		Name (Please type or print) <span style="float: right;">Phone</span>		
(c) Total County Funds Requested		Signature of Authorized Official <span style="float: right;">Date</span>		
(d) Total Private/Other Funds Requested		Dyanna Okazaki, Executive Director		
<b>TOTAL BUDGET</b>	<b>31,400</b>	Name and Title (Please type or print)		





## **List of Appendices**

- A: Budget Narrative
- B. Board of Directors List
- C. Organization Chart
- D. Certificate of Good Standing

# APPENDIX A

State of Hawaii Grant-In-Aid

Hawaii Nature Center

The Green Machine: Efficient Technology of Wastewater Treatment for the Hawaii Nature Center

## Budget Narrative

	<u>Total</u>
<b>1. OPERATIONAL/MAINTENANCE SUPPORT</b>	
<b><i>Wastewater Operator</i></b>	<b>\$24,000</b>
Operation of the facility requires frequent observation and weekly maintenance. The weekly maintenance tasks include cleaning the irrigation filters and maintaining the plantings in the treatment tank.	
1 Operator @ \$2,000 per month	
<b>2. FRINGE BENEFITS</b>	<b>\$6,400</b>
<b><i>Benefits Allocated for Personnel</i></b>	
22% of project salaries and wages	
<b>OTHER</b>	
<b>1. TRAINING</b>	
<b><i>Operator Training</i></b>	<b>\$2,400</b>
An initial orientation training and periodic training updates would be provided.	
<b>2. SUPPLIES</b>	<b>\$5,000</b>
<b><i>Maintenance Supplies</i></b>	
Intermittent costs include: data on water quality including a residual chlorine measurement conducted quarterly; replacement of pumps, blower and solar panels as needed; hand soap and pest control; and annual painting and rust treatment to maintain the structural integrity and aesthetic quality of the steel catwalk and treatment tanks.	
<b>TOTAL COST</b>	<b>\$37,800</b>



# HAWAII NATURE CENTER

## 2015 BOARD OF DIRECTORS & OFFICERS

### OFFICERS

*President*

Stephen K. Rodgers, CFA  
Chief Investment Officer & Executive Vice President  
Bank of Hawaii

*Vice President*

Dee Dee Letts  
President  
Resolutions Hawaii

*Secretary*

Michele Loudermilk, Esq.  
Associate General Counsel  
Alexander & Baldwin, LLC

*Treasurer*

Ryan Churchill  
President  
Maui Land & Pineapple Co., Inc.

*Immediate Past President*

Bettina Mehnert  
President  
Architects Hawaii Limited

### DIRECTORS

Piia Aarma  
Owner  
Pineapple Tweed PR & Marketing

Jeff Case  
Senior Vice President  
Aon Risk Services, Inc.

Rian Dubach  
Vice President, Corporate Banking  
American Savings Bank

Noriko Harimoto  
Public Relations Manager  
Aulani, A Disney Resort & Spa

G. Robert Johnston  
President/CEO  
Hawaii Pacific Solar LLC

McKibbin Mist  
Purchasing and Contracts Manager  
Gentry Homes Ltd.

George R. Norcross  
Owner  
Epoxy Sales Hawaii, Inc.

Julie Rogers  
Volunteer Philanthropist  
Blue Planet Foundation

Randall F. Sakumoto, Esq.  
Partner  
McCorriston Miller Mukai MacKinnon LLP

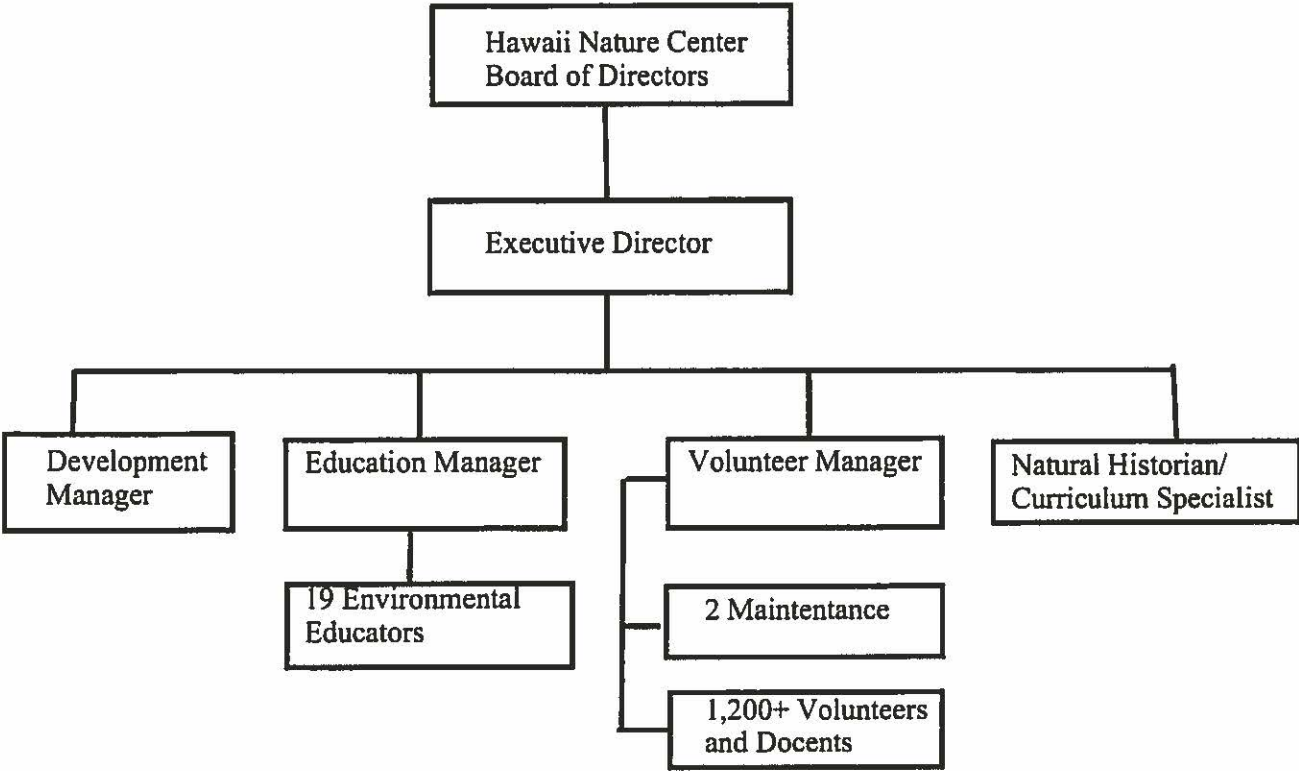
Jan Sullivan  
Chief Operating Officer  
Oceanit

Susan Yamada  
Executive Director  
Pacific Asian Center for Entrepreneurship (PACE)  
University of Hawaii

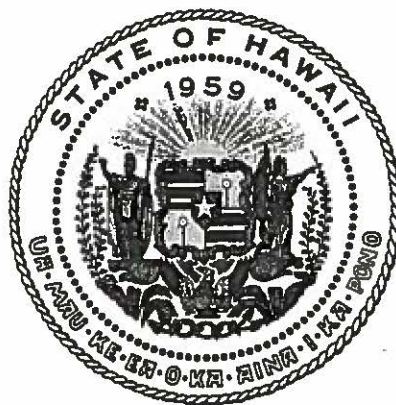
Andrew Yani  
Principal  
Bonterra Solar

Dyanna Okazaki  
Executive Director  
Hawaii Nature Center  
2131 Makiki Heights Drive  
Honolulu, HI 96822  
Direct: (808) 457-0065  
Fax: (808) 955-0116  
[dyanna@hawaiinaturecenter.org](mailto:dyanna@hawaiinaturecenter.org)

# APPENDIX C







**Department of Commerce and Consumer Affairs**

**CERTIFICATE OF GOOD STANDING**

I, the undersigned Director of Commerce and Consumer Affairs of the State of Hawaii, do hereby certify that

**HAWAII NATURE CENTER, INC.**

was incorporated under the laws of Hawaii on 06/15/1981 ; that it is an existing nonprofit corporation; and that, as far as the records of this Department reveal, has complied with all of the provisions of the Hawaii Nonprofit Corporations Act, regulating domestic nonprofit corporations.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Department of Commerce and Consumer Affairs, at Honolulu, Hawaii.

Dated: January 26, 2015

Interim Director of Commerce and Consumer Affairs



**DECLARATION STATEMENT OF  
APPLICANTS FOR GRANTS PURSUANT TO  
CHAPTER 42F, HAWAII REVISIED 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, Hawaii'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, Hawaii'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.
  
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawaii'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, Hawaii'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.

Hawaii Nature Center, Inc. \_\_\_\_\_  
(Typed Name of Individual or Organization)

\_\_\_\_\_  
(Signature)

1/29/15  
\_\_\_\_\_  
(Date)

Dyanna Okazaki, Executive Director \_\_\_\_\_  
(Typed Name) (Title)