

House District _____

Senate District _____

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): Office of Community Services
Department of Labor and Industrial Relations
STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN): _____

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:
Hawaii County Economic Opportunity Council
Db/a:
Street Address: 47 Rainbow Drive
Hilo, Hawaii 96720
Mailing Address:
(same as above)

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name George Yokoyama
Title Resource Mobilizer
Phone # (808)961-2681 ext.107
Fax # (808)935-9213
E-mail gyokoyama@hceoc.net

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

Project start up funds for six (6) months operation of Rainbow Falls Botanical Garden and Visitor Center.

4. FEDERAL TAX ID #: _____

5. STATE TAX ID #: _____

7. AMOUNT OF STATE FUNDS REQUESTED:

FISCAL YEAR 2017: \$ 217,435

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 \$ _____

REPRESENTATIVE:

Jay T. Kimura, Executive Director
NAME & TITLE

1/21/16
DATE SIGNED



RECEIVED
1/22/16 NA

Application for Grants and Subsidies

RAINBOW FALLS GARDEN AND VISITOR CENTER

I. Background and Summary

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

Hawaii County Economic Opportunity Council (HCEOC) is a private non-profit community action agency established in 1965 under the provisions of the Economic Opportunity section 501 C and 170 (b) (1) (a) (vi) of the Internal Revenue Code.

The Council's purpose is the alleviation, elimination, and prevention of poverty condition in the County of Hawaii by mobilizing and channeling private and public resources into anti-poverty actions, to stimulate new and effective approaches to the solution of problems, to strengthen communication, mutual understanding, planning, coordination and implementation of anti-poverty programs in the community.

2. The goals and objectives related to the request:

Goal: The requested grant will have within a six month period, established an income producing, self-sustaining botanical visitor center to enhance visitor attraction within the periphery of Rainbow Falls with the outcome of providing job training and placement activities for welfare recipients supported by income from entrance fee donations and gift shop sales that will provide an avenue for visitor spending.

Objective:

- a. To have placed 40 recipients of Temporary Assistance to Needy Families (TANF) in job training and placement activities through the First to Work and Supporting Employment Empowerment (SEE) programs.
- b. The botanical visitor center will have enhanced visitor attraction within the periphery of Rainbow Falls and provide an avenue for visitor spending from zero to an estimated \$7,000 per day or \$210,000 per month.

3. State the public purpose and need to be served:

- A. Public Purpose

Enhancement for visitor attraction at Rainbow Falls and creation of 40 jobs for TANF recipients for the reduction of welfare clients in East Hawaii.

B. Analysis of needs for East Hawaii

- 1) More than two decades ago, the closing of the sugar industry, the mainstay of this county's economy for over 100 years, has caused persisting social and economic problems with the lack of new industries to take the place of sugar in its magnitude. East Hawaii is cursed with the seemingly never-ending social economic calamities for more than 25 years.
- 2) Unemployment Rates
Hawaii County's unemployment rate at the end of December 2015 is 4.1%, the highest in the state.

UNEMPLOYMENT RATES – DECEMBER 2015

Hawaii County	4.1%
Oahu	3.0%
Kauai	3.9%
Maui	3.4%

- 3) Temporary Assistance to Needy Families (TANF) and Supplemental Nutrition Assistance Program (SNAP) or Food Stamps recipients. Hawaii County has the highest percentage of TANF recipients in the state in proportion to its population. Two times more than Maui County and three times more than Oahu and Kauai.

TANF RECIPIENTS

COUNTY	RECIPIENTS	POPULATION	PERCENTAGE
Hawaii	6,129	194,190	.0315
Oahu	10,834	991,788	.0109
Kauai	802	70,475	.0113
Maui County	2,289	163,108	.0140
TOTAL RECIPIENTS	20,054		

SNAP/FOOD STAMP RECIPIENTS

COUNTY	RECIPIENTS	POPULATION	PERCENTAGE
Hawaii	48,479	194,190	25%
Oahu	111,483	991,708	11%
Kauai	9,961	70,475	14%
Maui County	23,642	167,108	14%
TOTAL RECIPIENTS	193,565		

4. Describe the target population to be served:

- a) 100% of the 40 project participants will be selected from among the eligible TANF recipients for the operation of the botanical garden and visitor center.
- b) Another population to be served is an estimated minimum of 700 visitors daily from among the 1,500 to 2,000 visitors coming to Rainbow Falls daily, 365 days per year.

5. Describe the geographic coverage.

The 40 project participants will be selected from those TANF recipients residing in North and South Hilo, lower and upper Puna Districts.

II. Service Summary and Outcomes

1. Scope of work, tasks and responsibilities:

Once established, project operation funds will be provided by the State Department of Human Services (DHS) First to Work and Supporting Employment and Empowerment (SEE) programs for stipends for the 40 TANF clients during training, and Federal CSBG funds and project income thereafter to sustain the project.

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

By July 31, 2016 – 40 TANF clients will be selected for training as botanical garden or visitor center workers

By October 31, 2016- 85% of the 40 TANF clients will have completed training for work in the botanical visitor center and garden.

By January 31, 2017 – At least 75% of the TANF clients will continue to maintain Employment.

By June 20, 2017 – a minimum of 40 TANF clients will have completed training and work at the botanical visitor center or garden for a minimum of one month.

3. Quality assurance and evaluation plans:

The botanical garden program manager along with four supervisors will train the 40 TANF clients in the various aspects and tasks of running the botanical garden effectively. The tasks will range from customer service, operating cash registers, gift shop operations and concessions and garden maintenance.

The botanical garden program manager will work closely with his four supervisors to ensure TANF clients are trained properly in each said area mentioned above.

4. Measures(s) of Effectiveness:

GARDEN MAINTENANCE – 80% of the TANF clients will be able to pass a supervisor-made exam on garden maintenance. The clients will be able to safely and effectively use various garden tools and equipment in the maintenance of the garden.

CUSTOMER SERVICE – 80% of the TANF clients will be able to pass a supervisor-made exam on delivering quality customer service. In addition to the exam, the TANF clients will be able to demonstrate quality customer service when working with visitors at the gift shop or concession stand.

OPERATING CASH REGISTER AND INVENTORY CONTROL – 60% of the TANF clients will be able to operate a cash register and will be able to reconcile daily sales as well as do physical and visual inventory counts and analysis.

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 budget forms.

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

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$54,358.75	\$54,358.75	\$54,358.75	\$54,358.75	\$217,435

3. The applicant shall provide a listing of all other funding requests for the fiscal year 2016-2017.
4. NOT APPLICABLE state and federal tax credits within the prior three years.
5. The applicant shall provide the balance of unrestricted current assets as of December 31, 2015.

The applicant has ZERO BALANCE of unrestricted assets as of December 31, 2015.

IV. Experience and Capability:

Listing of the most recent three years of verifiable experience.

HCEOC has worked for over 10 years with TANF and SEE clients with the Rainbow Falls lavosh and confectionary shop which has since been turned over to a former agency employee. Numerous clients have learned various skills in baking, customer service, and maintenance of kitchen equipment here.

During the past 5 years, HCEOC has hired both TANF and SEE clients to learn farming skills at our farm located in Hilo. The clients learned how to operate farm equipment as well as how to grow and harvest various crops that included tea, taro, and pineapples.

HCEOC has trained and hired two workers this past year who are now clerks at the main office and handle clerical duties. The agency also trained one worker in janitorial duties as well as training in application of herbicides and power equipment for lawn and grounds maintenance.

B. Facilities

V. Personnel: Project Organization and Staffing

A. Proposed Staffing, Staff Qualifications, Supervision and Training

Proposed Staffing

The Botanical Garden and Visitor Center will require a total of four (4) full-time employees: One Project Manager along with a Garden Supervisor, Cultural Activities Supervisor, and Concession Supervisor.

Staff Qualifications

The Project Manger shall guide, train and supervise the garden, cultural activities, and cultural activities supervisors. The project manager will meet daily with the supervisors and hold weekly meeting to monitor, evaluate, and adjust strategies in running the garden and visitor center.

Project Manager

- Knowledge of teaching and instructional methods, processes, and practices
- Skill in use of general office equipment, computer, and software applications.
- Skill to correct, edit, and proofread instructional materials and documents
- Ability and skill to plan, organize, and present instructional presentations and demonstrations to staff
- Ability to work cooperatively as an effective member of HCEOC and the DOE
- College graduate in the field of business or botany or two years of progressively responsible experience in a related field
- Excellent verbal and written skills
- Detail oriented. Must be able to maintain records and submit reports and other information accurately
- Knowledgeable of community, agencies, and organizations within the areas served
- Must possess a valid driver's license and have daily access to a vehicle.

Garden Supervisor

- Experience with native and non-native plants commonly found in Hawaii and experience in the maintenance of a garden.
- Skill in use of gardening tools, herbicides and power equipment. Knowledge of the cultural and social values of Hawaii's ethnic groups.
- Ability to communicate with target clients
- Ability to work cooperatively as an effective team member of HCEOC
- Excellent verbal and written skills
- Must have the ability to relate and communicate effectively with minority groups, people and community.
- Must possess a valid driver's license and have daily access to a vehicle.
- Meets health and physical requirements

Cultural Activities Supervisor

- Knowledgeable about Hawaiian and local culture.
- Able to communicate effectively with visitors and those unfamiliar with the local culture of Hawaii
- Ability to communicate with target clients
- Ability to work cooperatively as an effective team member of HCEOC
- Excellent verbal skills.
- Must have the ability to relate and communicate effectively with minority groups, people and community.
- Must possess a valid driver's license and have daily access to a vehicle.
- Meets health and physical requirements

Concession Supervisor

- Experience in retail or sales
- Ability to use cash registers, credit card machines
- Ability to do inventory, product ordering, and basic cash register reconciling
- Ability to work cooperatively as an effective team member of HCEOC
- Excellent verbal skills.
- Must have the ability to relate and communicate effectively with minority groups, people and community.
- Must possess a valid driver's license and have daily access to a vehicle.
- Meets health and physical requirements

B. Organization Chart

LAMP Organizational chart is attached.

Agency organizational chart is attached

C. Compensation

The top three paid officers/employees of agency

Executive Director	\$61,800 (5%TIME TO CONTRACT) = \$3,060
Deputy Director	\$50,000 (0% TIME TO CONTRACT) =\$0
Fiscal Officer	\$46,350 (10% TIME TO CONTRACT) = \$4,635

VI. Other

A. Litigation

Not applicable.

B. Licensure or Accreditation

Not applicable.

C. Federal and County Grants

No Federal or County Grants were awarded for this program since July 1, 2015.

D. Private Educational Institutions

This grant will not be used to support or benefit a sectarian or non-sectarian private educational institution.

E. Future Sustainability Plan

This project is expected to be self-sustaining by revenue generated through sales at the concession stand and gift shop. Should revenue not meet the needs additional funding will be sought via state and federal funding opportunities.

F. Certificate of Good Standing

A copy of a good standing from the Director of Commerce and Consumer Affairs that is dated no earlier than December 1, 2015 is attached along with this application.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2016 to June 30, 2017

Applicant: HCEOC

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	142,425			
2. Payroll Taxes & Assessments	28,570			
3. Fringe Benefits	19,940			
TOTAL PERSONNEL COST	190,935			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	400			
2. Insurance	7,000			
3. Lease/Rental of Equipment	0			
4. Lease/Rental of Space	0			
5. Staff Training	1,000			
6. Supplies	15,000			
7. Telecommunication	1,100			
8. Utilities	2,000			
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	26,500			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	217,435			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	217,435	George Yokoyama	(808)981-2681 ext. 107	
(b) Total Federal Funds Requested	800,000	[REDACTED]	Phone	
(c) Total County Funds Requested	0		1/21/16	
(d) Total Private/Other Funds Requested	141,000		Date	
TOTAL BUDGET	1,158,435	Jay T. Kimura Name and Title (Please type or print)		

BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2016 to June 30, 2017

Applicant: HCEOC

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Project Manager	1	\$40,000.00	100.00%	\$ 40,000.00
Garden Supervisor	1	\$30,000.00	100.00%	\$ 30,000.00
Cultural Activities Supervisor	1	\$30,000.00	100.00%	\$ 30,000.00
Concession Supervisor	1	\$30,000.00	100.00%	\$ 30,000.00
Fiscal Officer	1	\$46,350.00	10.00%	\$ 4,635.00
Account Clerk	1	\$28,000.00	10.00%	\$ 2,800.00
Resource Mobilizer	0.5	\$38,000.00	5.00%	\$ 1,900.00
Executive Director	1	\$61,800.00	5.00%	\$ 3,090.00
				\$ -
				\$ -
				\$ -
*Note: Stipends for 40 TANF clients will be paid by the First to Work and Supporting Employment				\$ -
and Empowerment (SEE) programs.				\$ -
				\$ -
TOTAL:				142,425.00
JUSTIFICATION/COMMENTS:				
Applicant emphatically believes that the project will become self-supporting from				
7,000-15,000 visitors spending at our botanical and visitor center concessions.				

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2016 to June 30, 2017

Applicant: HCEOC

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
NOT APPLICABLE			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
NOT APPLICABLE			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2016 to June 30, 2017

Applicant: _____

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: 2014-2015	FY: 2015-2016	FY:2016-2017	FY:2016-2017	FY:2017-2018	FY:2018-2019
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS: (NOT APPLICABLE)						

GOVERNMENT CONTRACTS AND / OR GRANTS

Applicant: HCEOC

Contracts Total: -

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S. / State / Haw / Hon / Kau / Mau)	CONTRACT VALUE
1	NONE/NOT APPLICABLE				
2					
3					
4					
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11					
12					
13					
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**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 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 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 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 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.

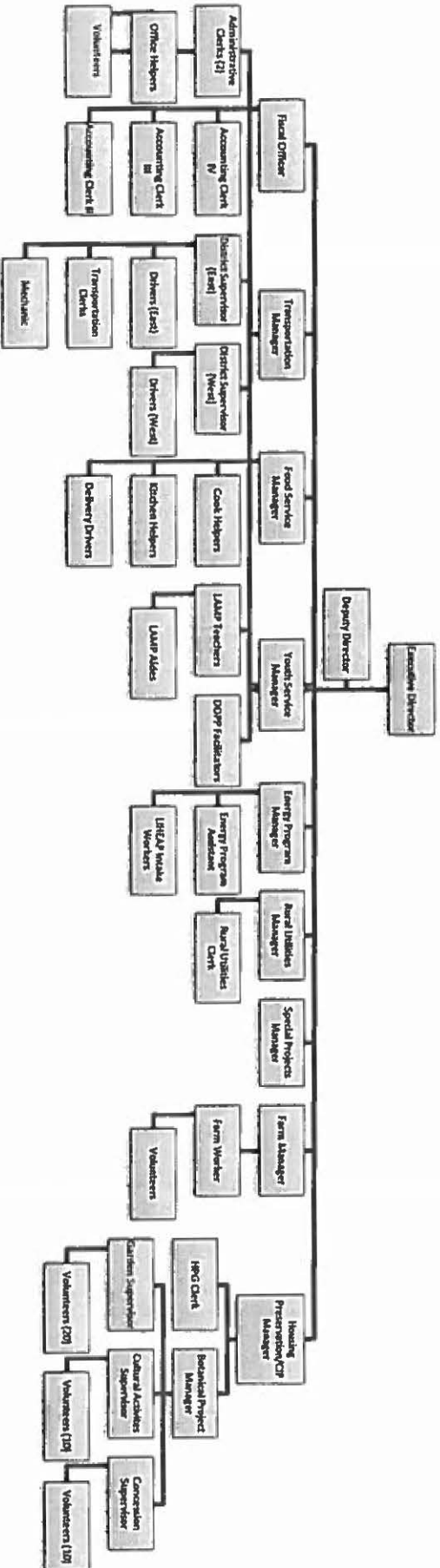
Hawaii County Economic Opportunity Council
(Typed Name of Individual or Organization)

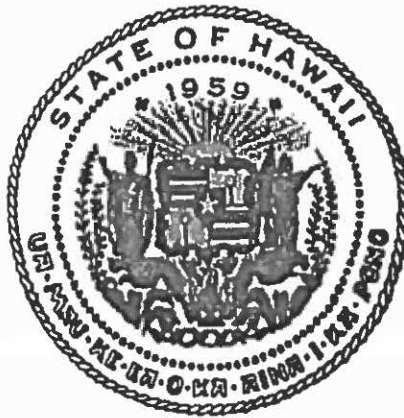
1/20/10
(Date)

Jay T. Kimura
(Typed Name)

Executive Director
(Title)

Figure 1: HAWAII COUNTY ECONOMIC OPPORTUNITY COUNCIL – Organization Chart





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 COUNTY ECONOMIC OPPORTUNITY COUNCIL

was incorporated under the laws of Hawaii on 05/27/1965 ; 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: December 30, 2015



Director of Commerce and Consumer Affairs